OFFICE OF FINANCIAL MANAGEMENT

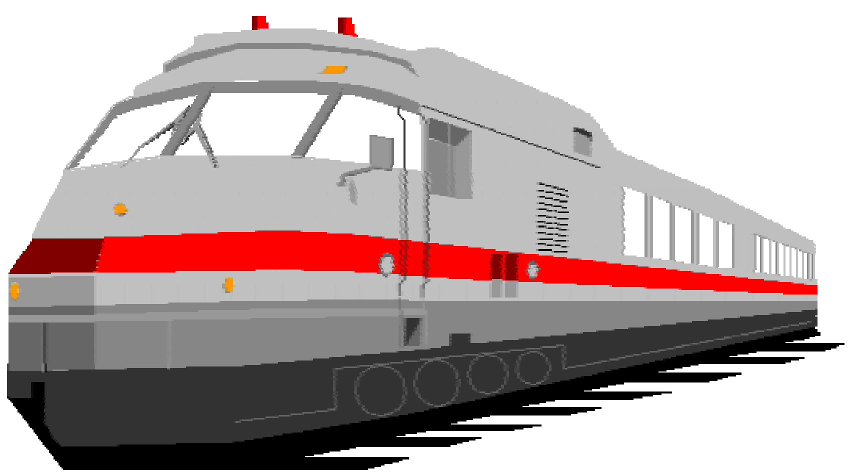
ACCOUNTING DIVISION – STATEWIDE FINANCIAL SYSTEMS SERVICES

FASTRACK

Intranet Address: http://fastrack.ofm.wa.gov
Internet Address: https://fortress.wa.gov/ofm/fastrack

USER'S GUIDE

May 2004



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Getting Support for FASTRACK

Product-based Customer Assistance

Several support options are available to statewide FASTRACK customers. If you have a question about a feature or want to know how to perform a specific task, consult the FASTRACK Web-based Help that contains specific tutorials on a variety of topics, or this User's Guide for assistance. You can access the guide online and/or print a copy for future reference.

Technical Support

If you experience a technical problem while using FASTRACK, contact the FASTRACK Help Desk for assistance. Contact information for the FASTRACK Help Desk is listed in the next section.

Technical Support Guidelines for Agency Customers

If you experience a problem while attempting to access FASTRACK or using the application:

1. Write down or take a screen print of the error message, if any, and make note of the circumstances that resulted in the problem.
2. Contact support staff on the FASTRACK Help Desk at the Office of Financial Management (OFM) via phone, or send an e-mail message describing the circumstances (with the screen print attached). Contact information is listed in the next section.

We value your feedback while using FASTRACK. If you have any suggestions, change requests or enhancement requests that you would like to see implemented in FASTRACK, please call or e-mail your ideas to support staff on the FASTRACK Help Desk.

Tip: *To capture an error message from your Web browser, you may need to do a screen print by pressing the "Print Scrn/SysRq" button on the upper-right side of your keyboard (at which time the screen image is sent to the operating system Clipboard), and then paste the screen image into a new document in Microsoft Paint®. Save the file and then send it to support staff electronically as an attachment.*

Contact Information for the FASTRACK Help Desks

Office of Financial Management FASTRACK Help Desk	
Phones:	(360) 664-7791 (360) 664-5531 (DSHS) Help Desk
Hours of Operation:	8:00 a.m. to 5:00 p.m. Monday through Friday
OFM Product Managers:	Jane Chapman, OFM (360) 664-7717 **Jane.Chapman@ofm.wa.gov** Larry Johnson, OFM (360) 664-7778 **Larry.Johnson@ofm.wa.gov** Muoi Nguy, OFM (360) 664-7699 **Muoi.Nguy@ofm.wa.gov** Cynthia Roach, OFM (360) 664-7692 **Cynthia.Roach@ofm.wa.gov**
DSHS Product Manager:	Esther Fredson, DSHS (360) 664-5490 **Fredsem@dshs.wa.gov**

FASTRACK System Hours of Operation

Reports are processed daily at any time ***except*** between **8:00 p.m. and 6:00 a.m. Monday through Friday**, which is reserved for database updates. FASTRACK is available all day on Saturday and Sunday ***except*** during times of regularly scheduled system maintenance. We encourage you to double check with the FASTRACK Help Desk support staff for system availability before planning weekend use.

Any reports that are still processing after 8:00 p.m. will be stopped, resulting in a “Failed” status. Users will have to reschedule these reports the next day after 6:00 a.m. Any reports that are scheduled to process between 8:00 p.m. and 6:00 a.m. Monday through Friday will remain in the “Scheduled” status and start processing after 6:00 a.m.

Overview

Purpose

FASTRACK is designed to improve access and distribution of financial information from the Agency Financial Reporting System (AFRS), and better support financial analysis. This powerful tool is designed to make producing high quality reports as simple and flexible as possible. FASTRACK is a report scheduling and viewing application that accesses AFRS information over the Washington State intranet.

The FASTRACK database is updated daily with financial details from AFRS. FASTRACK reports have filters for selecting the account coding level and values. Report formats are easy to read, contain data for downloading to spreadsheets, and have drill-down capability. The application uses Crystal Info reporting software and a Microsoft SQL Server database.

This guide documents procedures for using FASTRACK and gives customers information and instructions for navigating FASTRACK and carrying out basic reporting tasks.

System Requirements for Using FASTRACK

Following is a list of minimum hardware and software requirements for using the FASTRACK web-based reporting application:

- IBM-compatible workstation
- A 486 or faster processor
- At least 16MB of RAM memory
- Windows 9.x, NT or higher operating system
- Internet Explorer 4.x or higher
- Access to the Washington State intranet

FASTRACK can also be accessed outside of the Washington State intranet using an alternate web address via a secured Fortress server at the Department of Information Systems (DIS). Use the following address to connect: https://fortress.wa.gov/ofm/fastrack. Performance may vary depending on your network connection.

Recommended Web Browser Configuration

The Crystal Smart Viewer for ActiveX is used for viewing FASTRACK reports online. Microsoft Internet Explorer must have the appropriate security settings configured for FASTRACK to function properly. The recommended configuration settings for versions 4.x, 5.x and 6.x are listed in the next section.

Internet Explorer 4.x

Set security to Medium or lower by completing the following steps to use the ActiveX Viewer:

1. Start Internet Explorer.
2. Select **Internet Options** from the **View** menu.
   The Internet Options dialog box opens.
3. Select the **Security** tab.
4. Click the **Medium** (more secure) button, and then click **OK** to save the changes.

Internet Explorer 5.x and 6.x

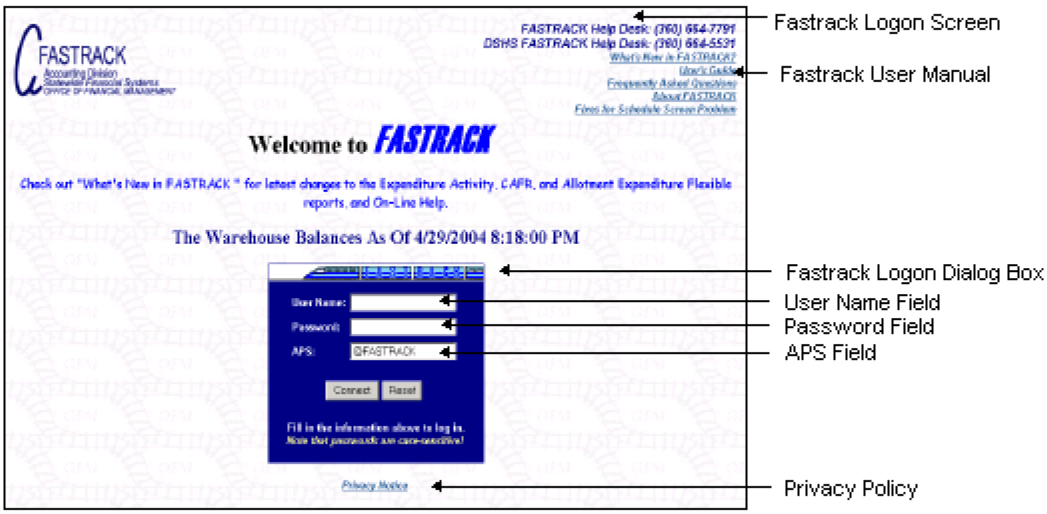
Set security to Medium or lower by completing the following steps to use the ActiveX Viewer:

1. Start Internet Explorer.
2. Select **Internet Options** from the **Tools** menu.
   The Internet Options dialog box opens.
3. Select the **Security** tab.
4. Select the Internet Web content zone, and then click the Default Level button.
5. Use the slider to select **Medium**, click **Apply** and then click **OK** to save the changes.

Logon Procedure

The FASTRACK Logon Screen

The FASTRACK Logon Screen is a hub of information where you can gain access to a wealth of documentation about the FASTRACK reporting system. Links to What's New in FASTRACK, the FASTRACK User's Guide, Frequently Asked Questions, and About FASTRACK can be found in the upper-right corner. These links can be accessed even if you do not have a User Name. Review the FASTRACK Privacy Notice by using the link at the bottom of the screen.

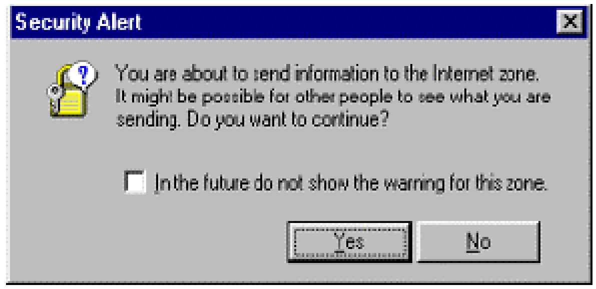


How do I log on to FASTRACK?

FASTRACK customers must have online access either through the Washington State intranet, or through a secure Fortress server to use the FASTRACK reporting system.

Complete the following steps to log on:

1. Start Internet Explorer.
2. Type http://fastrack.ofm.wa.gov in the **Address** field and click **Go**, or press [Enter].
   The FASTRACK logon screen is displayed.
3. Type your User Name assigned by the Office of Financial Management (OFM) in the **User Name** field, and then press [Tab] to move your cursor to the next field.
4. Type your Password in the ***Password** field.
   Please note that passwords are case sensitive.
5. The APS field will default to the appropriate server information at logon time. You will not need to make any changes to this field.
6. Click the **Connect** button or press [Enter] to initiate a connection to FASTRACK.

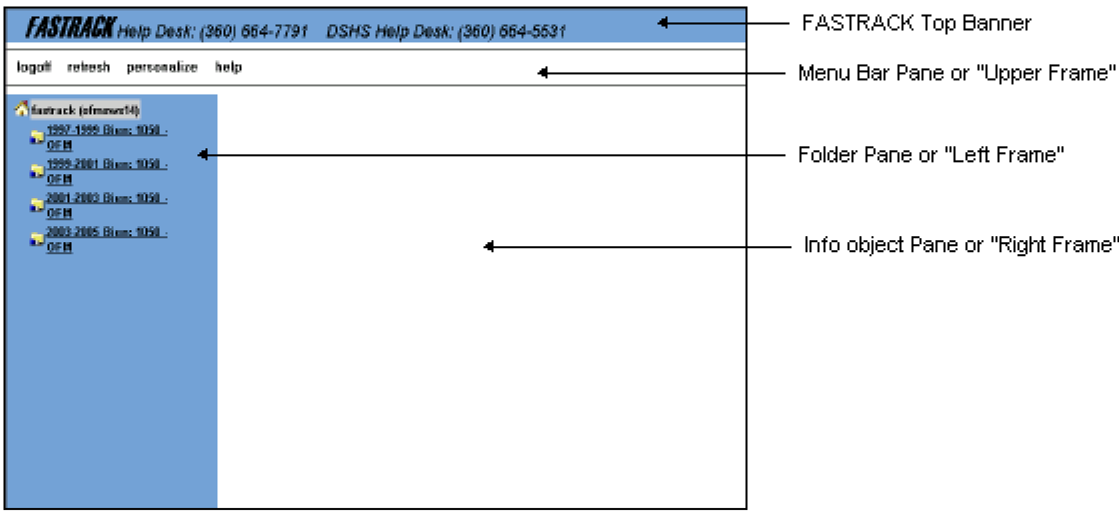


Your browser may prompt you with a Security Alert dialog box about the security of information being sent across the Internet after you initiate a connection to FASTRACK. Suppress future messages each time you log on to FASTRACK by selecting the check box ***“In the future do not show the warning for this zone”***, and then click ***Yes*** to apply the change. Your browser may also prompt you with an Auto Complete dialog box. The Auto Complete feature of your browser saves previous entries you have made for Web addresses, forms, and passwords. It is beyond the scope of this manual to discuss the use of Auto Complete. Click ***No*** to move on.

Application Navigation

The FASTRACK Main Screen

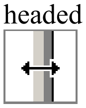
After completing the logon process, the main screen for the FASTRACK Application will appear:



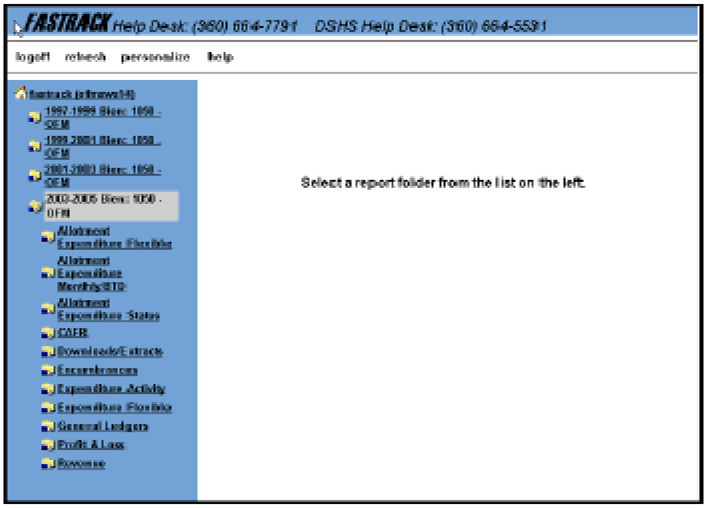
The FASTRACK main screen is split into three sections. Each of these sections is called a "frame".

1. The first frame is located just under the address field of the browser window and runs across the width of the page. This section contains the software identification logo, Help Desk phone number, and FASTRACK menu bar and toolbar icons. This section is called the "**Upper Frame**".
2. The second frame is located just below the upper frame on the left side of the screen. This section is the "**Left Frame**". The left frame displays the biennium folders and report categories available.
3. The third frame is located parallel and to the right of the left frame. This section is the "**Right Frame**". The report objects available are displayed in this frame after choosing the appropriate report category from the left frame.

To provide a larger display area for the right frame, you can move the horizontal border dividing the left and right frames:

1. Position your mouse pointer over the border dividing the right and left frames until a horizontal double-headed arrow appears.
   
2. Hold down your left mouse button and drag the border to the left or right. When the frame is at the desired width, release the mouse button.

When you click one of the biennium folder links under the left frame, all the available report categories will be displayed. A message, "**Select a report folder from the list on the left**" will be displayed in the right frame.



FASTRACK Menu Bar

The FASTRACK menu bar is located in the upper frame just below the FASTRACK logo and Help Desk information. FASTRACK menu headings are explained in the next section.

Menu Heading	Command	Description
Logoff	Log off this APS session.	To exit the application at any time, click **logoff** on the FASTRACK menu bar. Using logoff will ensure all your settings are retained.
Refresh	Refresh the selected item.	To refresh the status of the report instances on your screen, click the report object or instance and then click **refresh** on the FASTRACK menu bar.
Personalize	Customize Web access…	To customize Web access in FASTRACK, click **personalize** on the FASTRACK menu bar.
Help	Display FASTRACK Web-based Help in a new browser window.	Any time you have a question about FASTRACK's features, click **help** on the FASTRACK menu bar and launch the FASTRACK Web-based Help in a new browser window.

Tip: *Easily access the FASTRACK Web-based Help from any screen by launching the Help when you first access FASTRACK and then minimize the Help browser window.*

Personalizing Settings

FASTRACK allows you to Customize WebAccess on the Personalize Settings page. The following section provides an explanation of the default settings.

Customize WebAccess Default Settings

When you click personalize on the FASTRACK menu bar, a new page appears with the following options:

Refresh Rate
Time Zone
View Window
Viewer
Tree View
Automatic Database Logon
Password Change

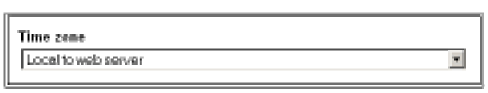
Tip: *If you are using the electronic version of the FASTRACK User's Guide on-screen, click the option name in the bulleted list above to learn more about that option.*

Refresh Rate

Use the Refresh Rate section to specify the refresh rates of the biennium folders and the report categories in the left frame.

- Refresh folders every *X* minutes indicates how often the web browser should query the APS Cluster for updated information to refresh the contents of the left frame. The default value is *5 minutes*.
- Refresh objects every *X* minutes indicates how often the web browser should refresh the list of report objects and instances in the right frame. The default value is *1 minute*.

Time Zone

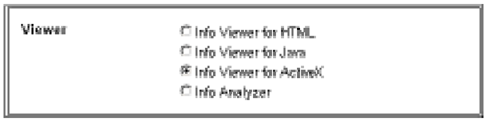


Use the Time Zone section to specify the time zone used when scheduling reports. For example, if you schedule a report for 8:00 a.m., and then set the time zone for Greenwich Mean Time (Greenwich, England), the report will be processed at 8:00 a.m. GMT (3:00 a.m. New York, 12:00 midnight Los Angeles). Time Zone settings are applied to scheduling only. The default value is *Local to web server*.

View Window

Use the View Window section to choose to open reports in the same or separate web browser window. If you choose to view your reports in the Same window, a new page will open with your report contents in the same web browser. If you select the New window option, your report will be launched in a separate web browser application. The default value is *Same window*.

Viewer



Use the Viewer section to choose the viewer you want to use for viewing your report. You have the following options:

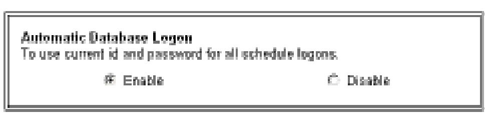
- Info Viewer for HTML
- Info Viewer for Java
- Info Viewer for ActiveX
- Info Analyzer

The default and recommended value is *Info Viewer for ActiveX*. The Info Viewer for ActiveX is a Page-On-Demand report viewer that is used to view reports in the FASTRACK application with Internet Explorer. If you use other web browsers than Internet Explorer, please contact the FASTRACK Help Desk.

Tree View

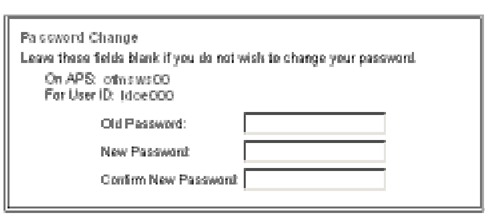
Use the Tree View section to choose whether to show or hide the group information when you are viewing your report. The default value is *Show*.

Automatic Database Logon



Enable Automatic Database Logon to automatically use the current Logon ID and Password when scheduling objects that require a database logon. Disable this option to manually enter database logon information when scheduling objects. The default value is *Enable*.

Password Change



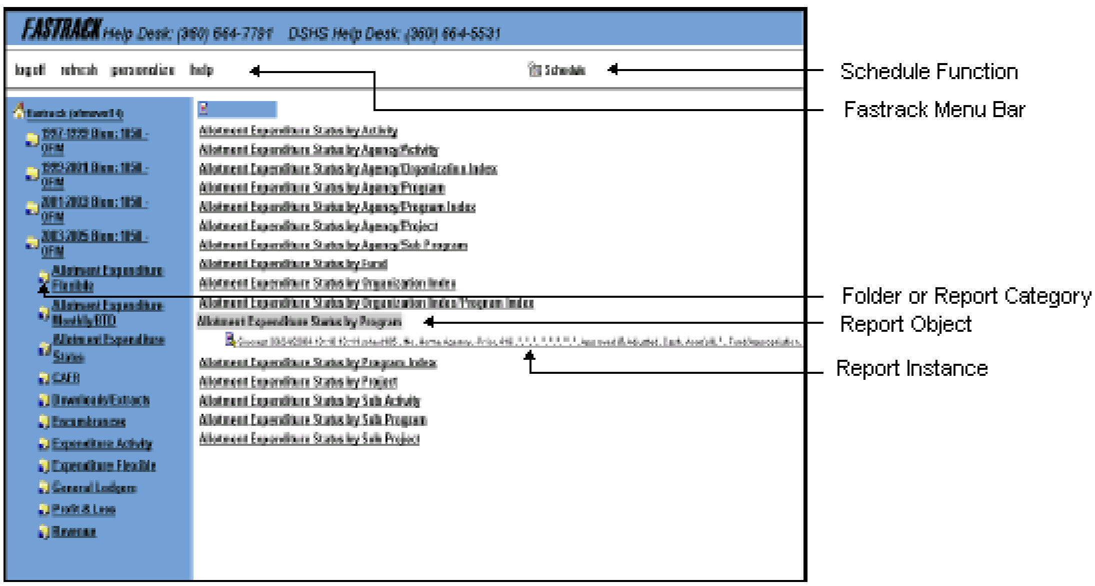
The Password Change section is used to change your **logon screen password**. However, if you choose to change your logon screen password, you will no longer be able to use the Enable option for Automatic Database Logon and you will have to enter your Logon ID and Password in the Automatic

Database Logon section of the Schedule Parameter screen every time you schedule a report. Database passwords are administered and maintained by the FASTRACK Help Desk staff. Please contact the Help Desk if you need assistance.

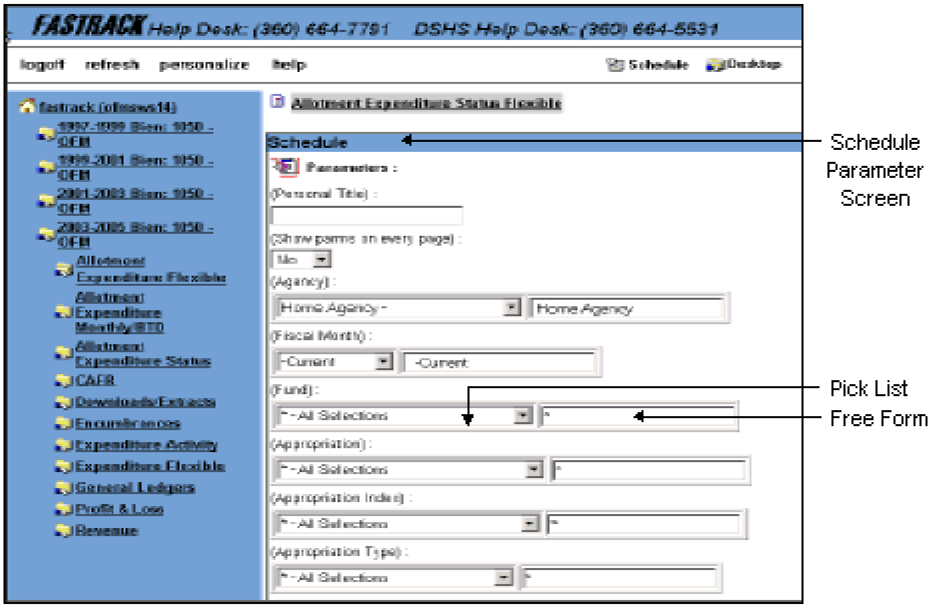
Tip: *If you click the Back button on your web browser instead of clicking OK, your changes will not be applied.*

Scheduling Reports

Scheduling reports for immediate use in FASTRACK is as simple as a few easy steps. The next section will show you how.



1. Double-click the appropriate **agency biennium folder** in the left frame of the main FASTRACK screen.
   Several folders will appear below the agency biennium folder.
2. Select the desired **report category** (Allotment Expenditure Status, etc.)
   The report objects from that particular report category will appear in the right frame.
3. Select the desired **report object**.
   Previously scheduled report instances will be displayed below the report object.
4. Click **Schedule** in the upper frame to schedule a report using the report object you selected.
   The right frame will then display the Schedule Parameters screen and a list of parameter selections or filters will appear as shown below:



The choices you make in each of the parameter selections will determine the filters used to produce the requested report. There are two ways to enter parameter selections. One is by using the left-hand drop-down box called a *Pick List*. You may leave all pick list values at the default *All Selections*. The account codes appearing in the pick lists are updated from each agency's posted transactions to AFRS on a nightly basis. Pick lists minimize the possibility of entering erroneous account codes when scheduling the report.

The second method of entering parameter selections is to use the right-hand box, known as the *Free-Form* text field. Use this field to make single or multiple account code selections if you know the account code(s) you want, and/or to include reject criteria with your selection.

Note: If there are two or more selection parameters for a given hierarchical account code structure, the "lowest" level of selection chosen will supersede all others. The common hierarchical coding structures include:

1. Program Function, Program, Sub Program, Activity, Sub Activity, Task, Program Index
2. Project, Sub Project, Project Phase
3. Division, Branch, Section, Unit, Cost Center, Organization Index
4. Major Group, Major Source, Sub-Source
5. General Ledger Account, Subsidiary Ledger Account
6. Object, Sub Object, Sub Sub Object

Following are some examples:

Example 1	
Selection:	Program Function – 10 Program – 010 Sub Program – 010/01 Program Index – A1100
Result:	The Program Index will take precedence and supersede the other account codes selected. The Program Function, Program and Sub Program parameters will be displayed as All in the Interpreted As column of the Input Parameters listing on the last page of the report.

Example 2	
Selection:	Program – 010 Sub Program – 010/01 Activity – 020/01/02
Result:	Activity in this example supersedes the conflicting values with Program and Sub Program.

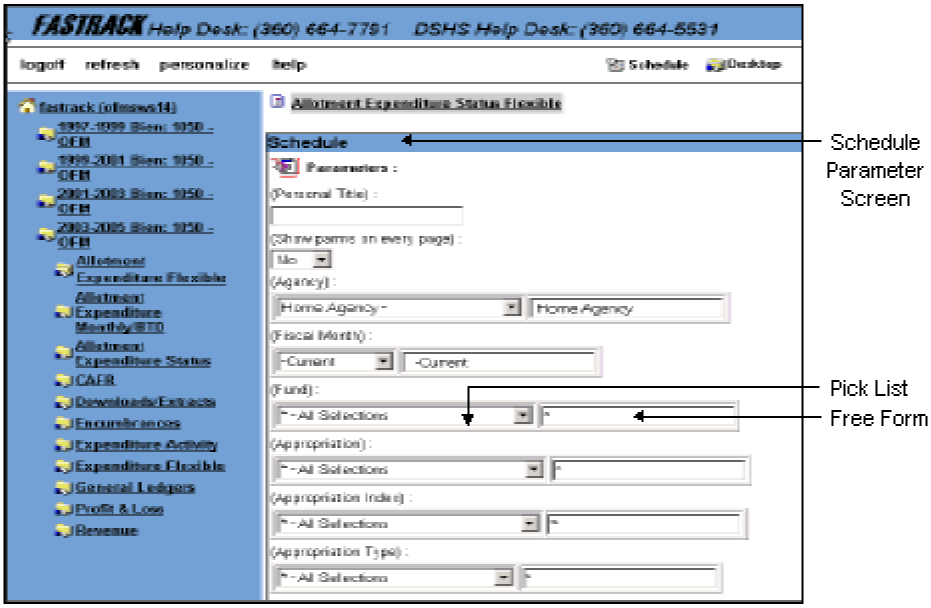
Example 3	
Selection:	Project – D001 Sub Project – D001/01 Project Phase – D001/01/99
Result:	The report Input Parameter will be displayed in the Interpreted As column as follows: Project D001, Sub Project 01, and Project Phase 99. **If there are conflicting values entered for the hierarchical structure, the lowest level of the hierarchy will supersede the higher levels.**

Multiple Value Selection

The multiple value selection features in FASTRACK support the input of more than one account code value (up to 250 characters per parameter) in the free-form text field. This feature may be used with both hierarchical as well as non-hierarchical account coding.

The reject criteria feature identifies data to be excluded from the parameter selection. When used together, the multiple value selection and reject criteria features provide you with increased flexibility in developing reports. Lists, ranges (or a combination of both), and wild card characters can be used with multiple value selections and reject criteria. These features are available for most of the FASTRACK selection parameters by using the free-form text fields for manual entry.

The possibility for error increases if the format and editing rules for free-form input are not followed. As a general guide, always follow the format from the pre-defined pick list menus on the Schedule Parameter Screen. The FASTRACK Specifics section outlines those rules to ensure error free results. There are separate editing rules for hierarchical values, non-hierarchical values, reject criteria, as well as for the remaining pick list parameters.



Editing Rules for Non-Hierarchical Account Codes

This section describes the input format editing rules for non-hierarchical pick list parameters.
The following represents some of the standard non-hierarchical account codes and their parameter length.

Parameter Name	*Parameter Length*	*Valid Code Sample*
Program Function	2	10
Program	3	010
Program Index	5	E1234
Division	2	40
Organization Index	4	4123
Project	4	9999
Appropriation	3	011
Appropriation Type	1	1
Appropriation Index	3	020
Fund	3	001

Object	1	E
Sub Object	2	EA
Major Group	2	03
GL Account	4	6510

You may input a specific code representing the desired data value. The value must contain the appropriate number of characters for the referenced parameter as shown above. You should also verify that codes entered are valid for your agency.

You may also input more than one specific value with the non-hierarchical account codes using either one or a combination of the following delimiters:

"*****" for **wild card** – represents a sequence of one or more of any characters in this code. The wild card cannot be used in ranges.

"**?**" for **replacement character** – represents any single character in this code. When used as part of a range specification, the interpretation of the **"**?**"** replacement character is as follows:

Any "**?**" characters found in the lower boundary specification are changed to "**0**" (zero) – the lowest possible alphanumeric character. See example in the next section.

Any "**?**" characters found in the higher boundary specification are changed to "**Z**" – the highest possible alphanumeric character. See example in the next section.

"**-**" for **a range** – includes the lower and higher values in this code.

"**,**" for **a list** – combines any or all of the above supported input coding formats into a compound specification by separating each code with a comma.

"**~**" for **a blank** code value – requests data containing all blanks in the desired column. A blank value or "**0000**" in AFRS is translated to "**~**" or described as "non-specified" in FASTRACK. A single tilde is used regardless of the length of the desired column.

"**[]**" for **reject** – values within the brackets will be excluded from the report.

Tip: *Free-form parameter fields have a maximum length constraint of 250 characters. Spaces are not needed for delimiters. If more than 250 characters are entered and the Schedule button is clicked, an error message, "Maximum length for this field is 250" will appear. Click OK on the error message and then click the Back button in your browser toolbar to return to the Schedule Parameter screen and all the parameters you previously selected. Remove the extra account codes or spaces and then reschedule the report.*

Following are examples of **valid** uses of non-hierarchical **wild card** (*****) / **replacement** (**?**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
*	All Funds
?6*	Any Fund with 2nd character = "6"
6??	Any Fund with 1st character = "6"
6*	Any Fund beginning with "6"
Program Index Examples:	
?????	All Program Indexes
1?3*	Any Program Index with 1st character = "1" and 3rd character = "3"
*12?	Any Program Index with 3rd character = "1" and 4th character = "2"
*2	Any Program Index with last character = "2"

Following are examples of **invalid** uses of non-hierarchical **wild card** (*****) / **replacement** (**?**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
5?	Not enough characters
*345	Too many characters
*34?	Too many characters
Program Index Examples:	
????	Not enough characters
*1234?	Too many characters
12345*	Too many characters

Following are examples of **valid** uses of non-hierarchical **ranges** (**-**) / **replacement** (**?**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
001-101	Any Funds between "001" and "101"
200-210	Any Funds between "200" and "210"
2??-3??	Any Funds between "200" and "3ZZ"
Program Index Examples:	
23500-23599	Any Program Indexes between "23500" and "23599"
235?0-2??99	Any Program Indexes between "23500" and "2ZZ99"

Following are examples of **invalid** uses of non-hierarchical **ranges** (**-**) / **replacement** (**?**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
001-10	High boundary has too few characters
2100-210	Low boundary has too many characters
-001	Missing low boundary
Program Index Examples:	
23500-99	High boundary has too few characters
23500-	Missing high boundary
Fund Examples:	
001-1??0	High boundary too many characters
*-001	Cannot use "*" wild card in range
Program Index Examples:	
23500-90??	High boundary too few characters
23500-236*	Cannot use "*" wild card in range

Following are examples of **valid** uses of non-hierarchical **list** (**,**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
001,01P,025	Funds “001”, “01P”, and “025”
108,290,422,547	Funds “108”, “290”, “422”, and “547”
Program Index Examples:	
23500,23599	Program Indexes “23500” and “23599”
E1234,A2345,C3456	Program Indexes “E1234”, “A2345”, and “C3456”

Following are examples of **invalid** uses of non-hierarchical **list** (**,**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
001,01P 025 547	Comma not included between some values
100-210	Range not list
Program Index Examples:	
23500235012350323505	Missing comma between all values
23500’25800’28741-	Incorrect separator between values

Following are examples of **valid** uses of non-hierarchical **blank code** (**~**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
~	All blank code Programs
Program Index Examples:	
~	All blank code Program Indexes

Following are examples of **invalid** uses of non-hierarchical **blank code** (~) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
0~1,01~	Tilde should be used as standalone
Program Index Examples:	
23~~0,C3~01,23~~~	Tilde should be used as standalone

Editing Rules for Hierarchical Account Codes

When making hierarchical data selections, you may either make your code selection from the drop-down list or enter your selection in the free-form text field at the lowest level of the hierarchy being used to filter your data. The codes for each level of the hierarchy are separated from the other levels of the hierarchy with the "/" character. For example, if you wanted to filter your data at the Activity level, you would use the Activity selection parameter. The *Program* and *Sub Program* portion of the hierarchy are included in that selection. It is not necessary to make any selection in the *Program* or *Sub Program* parameter.

Please note that if there is any value selected for the higher level of hierarchy account code the lowest level of hierarchy in the account code will override the higher levels. For example, if you selected *Program 010* and *Program Index A1**, the *Program Index* would override the *Program*. You would get *Program Index* starting with *A1* instead of all of *Program 010*.

Following are examples of standard hierarchical account codes and their parameter length:

Account Code	***Parameter Length***	***Valid Code Samples***
Sub Program	2	010/02
Activity	2	010/02/01
Sub Activity	2	010/02/01/03
Task	2	010/02/01/03/04
Branch	2	01/02/
Section	2	01/02/03
Unit	2	01/02/03/04
Cost Center	2	01/02/03/04/05

Account Code	Parameter Length	Valid Code Samples
Sub Project	2	0112/02
Project Phase	2	0112/02/03
Sub Sub Object	4	EA/0110
Major Source	2	03/17
Sub Source	6	03/01/223344
Subsidiary Account	6	5154/105000

The input formats allowed at each level of the hierarchy are limited to one of the following three formats:

1. A single code
2. The "~" (tilde) character to specify a blank code
3. A wild card / replacement character specification for a single code "*****" or "**?**"

Following are examples of **valid** uses of hierarchical input specifications:

Valid Inputs	*Description of data returned*
Sub Program Examples:	
010/02	Program = "010" AND Sub Program = "02"
*/02	Any Program AND Sub Program = "02"
010/~	Program = "010" AND Sub Program = "Blank Code"
Section Examples:	
10/30/55	Division = "10" AND Branch = "30" AND Section = "55"
50/*/~	Division = "50" AND Any Branch AND Section = "Blank Code"

Following are examples of **invalid** uses of hierarchical input specifications:

Invalid Inputs	*Reason*
Sub Program Examples:	
010	Too few levels
010/02/345	Too many levels
010/020	Value input for Sub Program level "020" is too long
Unit Examples:	
10/20/30/40-10/20	Hierarchy incomplete in the high boundary
40/3?-45/20/10/30	Hierarchy incomplete in the low boundary

Editing Rules for Reject Criteria

This section describes the input format editing rules for the *Reject* criteria with hierarchical pick list parameters. Using the reject criteria function allows rejection of data. The rules below should be followed when using this feature:

1. Use Brackets “**[]**” to define the data to be rejected.
2. Use only one set of brackets per parameter.
3. *Reject* is valid only at the end of each parameter.
4. Separate selections by using a comma.
5. List (**,**), ranges (**-**), wild card (*****), and replacement characters (**?**) are allowed within the brackets, however the wild card “*****” is not supported within a range.

Editing rules for multiple selections within the brackets are the same as regular selection criteria.

Following are examples of several valid input specifications with the *Reject* criteria. An explanation is provided with each example, detailing the data returned based on the specification:

Pick List Parameters	*Valid Inputs*	*Description of data returned*
Project Phase	0020/02/??-0030/04/??,[0020/02/03]	Any Project / Sub Project / Project Phase between 0020/02/00 and 0030/04/ZZ except for 0020/02/03
Project	999?,[999Z]	All Projects that start with “999” except for Project 999Z
Program	010-080,[060,070]	Programs 010 through 080 except Programs 060 and 070
	010-080,[050-070]	Programs 010 through 080 except Programs 050 through 070
	010/02-010/05,[010/04]	Program 010 with Sub Programs 02 through 05 except Sub Program 04
Program Index	C*-F????,[E*]	All Program Indexes beginning with “C” through all Program Indexes that begin with “F” excluding all Program Indexes that begin with “E”
Organization Index	A420-B500,[~]	Organization Indexes A420 through B500 except for any blank coded Organization Indexes

Following are examples of several **invalid** input specifications with the *Reject* criteria:

Invalid Inputs	***Reason***
Sub Project:	
0010/02-0020/04,(0020/99)	Invalid reject character. Must be square brackets.
0010/02-0020/04,[0020/77],[0020/99]	Too many brackets. Only one set of square brackets is allowed.
Fund:	
001-500,[300],600-900	Brackets are only valid at the end of the parameter.
[057],001,035	Brackets are only valid at the end of the parameter.
Program:	
010-080,[0200]	Too many characters in reject criteria.
010-0800,[020]	Too many characters in high boundary.
Organization Index:	
D300-D400[D350]	Comma missing before reject selection.
D300-D400,[[D350]]	Invalid character for Reject. Must be a single set of square brackets.
Program Index:	
F1200-F3200,[F1500-F19*]	Cannot use wildcard in range.

Following is an example of a compound list of fund specification:
001,030,*4,700-750,~,9??-93?,[725]

The data returned would be report information containing:

Fund = "001"
AND
Fund = "030"
AND
Fund ending with the character "4"
AND
Fund between "700" and "750" inclusive
AND
Fund = "   " (blank code)
AND
Fund between "900" and "93Z" inclusive
AND
Reject Fund 725

Editing Rules for Remaining Pick List Parameters

Vendor Name Input Specifications

Since vendor name data may contain commas or other special characters, only single, literal-value inputs, or inputs with wild cards are supported by the vendor name parameter. Ranges and lists are not supported. You may enter the exact spelling of the entire vendor name or use the wild card (*****) as needed ***either*** in front or ***after*** the vendor name. Please note that using the wild card ***both*** in front ***and*** after the vendor name may cause the report to run longer. If the input vendor name does not match what is in the system, the report will return with "No Data".

Following are examples of **valid** vendor name inputs:

Valid Inputs	***Description of data returned***
Fred Meyer*	All vendor names that start with "Fred Meyer".
*Auto Parts	All vendor names that end with "Auto Parts".
Cuellar	All vendor names that have the characters of "Cuellar" in them. **Note:** Inputting the "*****" in front **and** after the vendor name input may cause the report to run longer. Unless it is absolutely necessary, please limit the wild card to only preceding or following characters.

Number Input Specifications

At this time, there are no pick list parameters for the vendor number / vendor number suffix. When the input specification contains the "/" character, the input is edited and processed as a hierarchical specification—including both vendor number and vendor number suffix. When the input specification does not contain the "/" character, the input is interpreted and processed as a non-hierarchical specification for vendor number without regard to vendor number suffix. The length for vendor number is 10 and the length for vendor number suffix is 2.

> ***Tip:*** *If both vendor name and vendor number are entered in the selection parameters and they do not match, vendor number will override vendor name.*

Following are examples of **valid** vendor number (and vendor number suffix) inputs:

Valid Inputs	***Description of data returned***
1234567890	Vendor number = "1234567890" and any suffix
1234567890/*	Vendor number = "1234567890"and any suffix (functionally the same as previous)
1122334455,6655443322	Vendor number = "1122334455" OR "6655443322" and any of its suffixes
1234567890/10	Vendor number = "1234567890" AND suffix = "10"
?55*	Any vendor number with 2nd and 3rd characters equal to "5"

Following are examples of **invalid** vendor number (and vendor number suffix) inputs:

Invalid Inputs	***Reason***
123456789	Too few characters for vendor number
01234567890	Too many characters for vendor number
0123456789/10,9876543210/99	Too many levels *(cannot combine multiple hierarchy specifications)*
1234567890,0987654321/00-49	Cannot support list of vendor numbers or range of suffixes
*/10,20,30	Cannot support list of suffixes
55*/99	Cannot support this wildcarding in hierarchy
1122334455/020	Too many characters for suffix

Agency Input Specifications

The Agency input must be either the literal text *Home Agency* or a valid 4-character (e.g. 1050) agency code.

Parameters other than account codes

All pick list parameters such as *Expenditure Content*, *Fiscal Month*, *Fiscal Year*, etc. do not support free-form input and require inputs to be exactly as they appear in the pre-defined pick list menu on the Schedule Parameter Screen.

Flexible Reports

Flexible reports give you the ability to create reports that have data displayed in a manner that is functional to you and your business requirements. The features available in the flexible reports include report groups, standard sections, custom sections, optional subtotals, and beginning and ending balances. FASTRACK also gives you the ability to suppress these features in creating your reports. Flexible reports fall into two categories, Non-Section and Section.

Non-Section Reports

Non-Section reports are those that do not contain any standard or custom sections. Some of the non-section reports are Expenditure Activity, General Ledger Summary and Revenue Activity. These reports use report groups, optional subtotals, and beginning and ending balances.

Report Groups

Report Groups give you the ability to select the account codes that will be used to display data in your report. There are 4 to 8 report groups depending upon the report. You may make selections for one, some, or all groups within the report. You may also choose to select no groups. If no groups are selected, the data that is returned will be at the agency level. The detail line of the report is always the data for the lowest group.

Example 1

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Detail line for Organization Index

Detail line for Organization Index

Subtotals

Subtotals can be chosen for any level of grouping within the Report Groups. You can choose to see subtotals for all, some, or none of the report group levels. This option is available in the non-section reports only. Subtotals will always appear in reports that contain standard and custom sections.

Example 2
Report Groups
Group 1 – Fund
Group 2 – Program
Group 3 – Program Index
Group 4 – Organization Index *(lowest group)*
Detail line for Organization Index
Detail line for Organization Index
Subtotal Group 4 – Organization Index
Subtotal Group 3 – Program Index
Subtotal Group 2 – Program
Subtotal Group 1 – Fund

Beginning and Ending Balances

The *Include Balances* option will provide the beginning and ending balances for each group for the time period selected if *Yes* is chosen from the pick list.

Example 3	
Report Groups	
Group 1 – Fund	Beginning Balance
Group 2 – Program	Beginning Balance
Group 3 – Program Index	Beginning Balance
Group 4 – Organization Index *(lowest group)*	Beginning Balance
Detail line for Organization Index	
Detail line for Organization Index	
Subtotal Group 4 – Organization Index	Period Activity Ending Balance
Subtotal Group 3 – Program Index	Period Activity Ending Balance
Subtotal Group 2 – Program	Period Activity Ending Balance
Subtotal Group 1 – Fund	Period Activity Ending Balance
	Total All Activity

Section Reports

Section reports are those that contain standard and/or custom sections. Some of the section reports are Allotment Expenditure Status, Expenditure Summary, and Revenue Status.

Standard Sections

A standard section is static and always contains the same data selections for various account code structures, based on the specified account code hierarchy for the section and the combination of the account code hierarchy you've chosen. You can choose to not display these sections by choosing *None* on the pick list. Some of the standard sections available in reports are:

- Fund / Appropriation Section
- Appropriation Type / Fund Section
- Staffing Section

- Organization Structure Section
- Project Structure Section
- Object Structure Section

Example 4

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Standard Section – Fund / Appropriation *(within each Organization Index)*

Group 5 – Fund

Group 6 – Appropriation

Detail line for Organization Index

Detail line for Organization Index

Total for Fund

Standard Section – Project Structure *(within each Organization Index)*

Group 5 – Project

Group 6 – Sub Project

Group 7 – Project Phase

Detail line for Project Phase

Detail line for Project Phase

Total for Sub Project

Total for Project

Custom Sections

Custom sections are dynamic and allow you to decide what data you want displayed in these sections. Reports have one or two custom sections with four group levels within each section. You may select some or all groups within the section, or choose to suppress the section by selecting *None* for all groups.

Example 5

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Custom Section – Object *(within each Organization Index)*

Group 5 – Object

Group 6 – Sub Object

Group 7 – Sub Sub Object

Detail line for Sub Sub Object

Detail line for Sub Sub Object

Total for Sub Object

Total for Object

Standard and Custom Sections

The following example includes both standard and custom sections(s):

Example 6

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Standard Section – Fund / Appropriation *(within each Organization Index)*

Group 5 – Fund

Group 6 – Appropriation

Detail line for Appropriation

Detail line for Appropriation

Total for Fund

Standard Section – Project Structure *(within each Organization Index)*

Group 5 – Project

Group 6 – Sub Project

Group 7 – Project Phase

Detail line for Project Phase

Detail line for Project Phase

Total for Sub Project

Total for Project

Custom Section – Object *(within each Organization Index)*

Group 5 – Object

Group 6 – Sub Object

Group 7 – Sub Sub Object

Detail line for Sub Sub Object

Detail line for Sub Sub Object

Total for Sub Object

Total for Object

Schedule Parameters

FASTRACK uses Schedule Parameters to filter data and produce reports. The choices you make in each of the parameter selections will determine the filters used to produce the reports you request. Detailed parameter information, provided for quick access, is in the next section. A complete list of parameters used in FASTRACK is shown below. Please note that not all reports contain all parameters.

No	Schedule Parameter	Pick List Default	Comments
1	***Personal Title***	Blank	Optional – title will appear below the report heading.
2	***Agency***	Home Agency	You may override the home agency with an actual agency number (e.g. 1050).
3	***Begin Fiscal Month***	Current	You may specify a beginning month within a biennium (FM01 – 24A).
4	***End Fiscal Month***	Same as beginning	You may specify an ending month within a biennium that is equal to or greater than the beginning fiscal month (FM01 – 24A).
5	***Fiscal Month***	Current	This is *As of* fiscal month. Data shown on report will be from FM01 through the fiscal month selected for BTD reports. For FYTD report, data will be from first fiscal month of year selected through the fiscal month selected.
6	***Fiscal Year***	Current	Options: ▪ FY1 ▪ FY2

No	Schedule Parameter	Pick List Default	Comments
7	***User ID***		Pertains to the report requestor's Logon ID.
8	***Fund***	All Selections	Account code specific to the customer's Home Agency.
9	***Appropriation***	All Selections	Account code specific to the customer's Home Agency.
10	***Appropriation Index***	All Selections	Account code specific to the customer's Home Agency.
11	***Appropriation Type***	All Selections	Account code specific to the customer's Home Agency.
12	***Program***	All Selections	Account code specific to the customer's Home Agency.
13	***Sub Program***	All Selections	Account code specific to the customer's Home Agency.
14	***Activity***	All Selections	Account code specific to the customer's Home Agency.
15	***Sub Activity***	All Selections	Account code specific to the customer's Home Agency.
16	***Task***	All Selections	Account code specific to the customer's Home Agency.
17	***Program Index***	All Selections	Account code specific to the customer's Home Agency.
18	***Object***	All Selections	Account code specific to the customer's Home Agency.
19	***Sub Object***	All Selections	Account code specific to the customer's Home Agency.
20	***Sub Sub Object***	All Selections	Account code specific to the customer's Home Agency.

No	Schedule Parameter	Pick List Default	Comments
21	***Objects to Expand***	*	You may override the "*" to any object or list of objects to expand to the sub-sub-object level. If you input *None*, the report will only show it at the Sub-Object level.
22	***Include Object A and B***	No	Choosing *Yes* will display Object A and B transactions (available only on Expenditure Activity By Program/Sub Object/Vendor).
23	***Division***	All Selections	Account code specific to the customer's Home Agency.
24	***Branch***	All Selections	Account code specific to the customer's Home Agency.
25	***Section***	All Selections	Account code specific to the customer's Home Agency.
26	***Unit***	All Selections	Account code specific to the customer's Home Agency.
27	***Cost Center***	All Selections	Account code specific to the customer's Home Agency.
28	***Organization Index***	All Selections	Account code specific to the customer's Home Agency.
29	***Allocation***	All Selections	Account code specific to the customer's Home Agency.
30	***Budget Unit***	All Selections	Account code specific to the customer's Home Agency.
31	***Month of Service***	All Selections	Account code specific to the customer's Home Agency.
32	***Project***	All Selections	Account code specific to the customer's Home Agency.
33	***Sub Project***	All Selections	Account code specific to the customer's Home Agency.

No	Schedule Parameter	Pick List Default	Comments
34	***Project Phase***	All Selections	Account code specific to the customer's Home Agency.
35	***Major Group***	All Selections	Account code specific to the customer's Home Agency.
36	***Major Source***	All Selections	Account code specific to the customer's Home Agency.
37	***Sub Source***	All Selections	Account code specific to the customer's Home Agency.
38	***General Ledger Account***	0110	Account code specific to the customer's Home Agency.
39	***Subsidiary Ledger Account***	All Selections	Account code specific to the customer's Home Agency.
40	***Vendor Name***	*	Will show all possible vendor names with other specified account codes.
41	***Vendor Number***	*	Will show all possible vendor numbers with other specified account codes.
42	***Cost Objective***	All Selections	Account code specific to the customer's Home Agency.
43	***Allocation Schedule***	All Selections	Account code specific to the customer's Home Agency.
44	***Cost Allocation Funding Type***	All Selections	Account code specific to the customer's Home Agency.
45	***Batch Type***	*	Will show all possible batch types with other specified account codes.
46	***Current Document Number***	*	Will show all possible current document numbers with other specified account codes.

No	Schedule Parameter	Pick List Default	Comments
47	***Allotment Content***	Approved and Adjusted	Official and internal allotments and adjustments.
48	***Estimated Revenue Content***	Approved and Adjusted	Official and internal estimated revenues and adjustments.
49	***Expenditure Content***	Cash, Accr (all)	Options: ▪ Cash Expenditure (GL 6510) ▪ Actual Accruals (6505) ▪ Estimated Accruals (6560) ▪ Encumbrances (6410) ▪ Cost of Goods Sold (6516) ▪ Combinations of these general ledgers
50	***Expenditure Liquidation Content***	None	Options: ▪ None ▪ Current Biennium FY1 ▪ Prior Biennium FY2 ▪ Prior Biennium FY1 ▪ Prior Biennium Capital and Non-Appropriated ▪ Appropriate combinations of the above
51	***Expenditure or Liquidation Content***	Cash	Available on Cost Allocation Rate Variance report. Options: ▪ Cash ▪ Accr(actual) ▪ Current Biennium FY1 ▪ Prior Biennium FY2 ▪ Prior Biennium FY1 ▪ Prior Biennium Capital or Non-Appropriated
52	***Revenue Content***	Cash, Accr (all)	Options: ▪ Cash Revenue (GL 3210) ▪ Accr Revenue (GL 3205) ▪ Estim Revenue (GL 3260) ▪ Combinations of the above

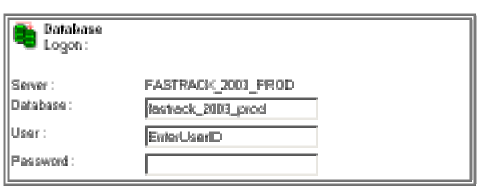
No	Schedule Parameter	Pick List Default	Comments
53	***Revenue Liquidation Content***	No	Choosing *Yes* will include Revenue Liquidation transactions.
54	***Program Function Content***	All Selections	Options: ▪ Operating ▪ Capital ▪ Non-Budgeted
55	***Include Balances***	No	Choosing *Yes* will show beginning and ending balances of activities.
56	***Include Bien Close Trans***	No	Choosing *Yes* will show biennium closing entries (option only available in GL Account Analysis and GL Activity Flexible Reports).
57	***Include Wrap Trans***	No	Choosing *Yes* will show warrant wrap transactions.
58	***Dollars or Staff***	Dollars	Specifies the display of dollar or staff month data on the report.
59	***Vendor Sort Option***	Vendor Name	Or Vendor Number.
60	***Show Detail Trans***	Yes	Show detail payment transactions for each vendor.
61	***Coding Detail***	Yes	Choosing *No* will result in less account code columns on the report.
62	***Include Cost Objective or CAFT***	No	Choosing *Yes* will display columns containing Cost Objective and CAFT data.
63	***Show FY Subtotals***	Yes	Choosing *No* will result in the supression of FY subtotals.
64	***Show Variance***	No	Choosing *Yes* will show the variance between allotment and actual.

No	Schedule Parameter	Pick List Default	Comments
65	***Include Allocation and Month of Service***	No	Available on Encumbrance Flexible Report. Choosing Yes will display columns containing Allocation and Month of Service data.
66	***Show Document Total***	Yes	Available on Encumbrance Flexible Report. Choosing Yes will display totals by document number.
67	***Shade Rows***	No	Choosing *Yes* will result in shading every other row on the report.
68	***Group #***	None	Specifies account code(s) to group by.
69	***Appropriation Type Section***	None	Options: ▪ None ▪ Appropriation Type/Fund ▪ Fund/Appropriation Type
70	***Fund/Appropriation Section***	None	Options: ▪ None ▪ Fund/Appropriation ▪ Fund/Appropriation Index
71	***Object Structure Section***	None	Options: ▪ None ▪ Object ▪ Object/Sub Object ▪ Object/Sub Object/ Sub Sub Object ▪ Sub Object/Sub Sub Object
72	***Organization Structure Section***	None	Options: ▪ None ▪ Division ▪ Division/Branch ▪ Division/Branch/Section ▪ Division/Branch/Section/Unit

No	Schedule Parameter	Pick List Default	Comments
73	***Project Structure Section***	None	Options: ▪ None ▪ Project ▪ Project/Sub Project ▪ Project/Sub Project/Project Phase
74	***Revenue Source Structure Section***	None	Options: ▪ None ▪ Major Group ▪ Major Group/Major Source ▪ Major Group/Major Source/ Sub Source
75	***Subtotal Group # / Period Activity Group #***	Yes	Choosing *No* will result in the supression of group subtotals.
76	***Major Group Total***	No/Yes	The default for this parameter is No or Yes depending on other parameters you select for your report. *Yes* will display the total for that section.
77	***Major Source Total***	No/Yes	The default for this parameter is No or Yes depending on other parameters you select for your report. *Yes* will display the total for that section.
78	***Sub Source Total***	Yes	Choosing *Yes* will display the total for that section.

Remaining Schedule Parameters

Database Logon



The Database Logon section of the Schedule Parameter screen displays both the Server and Database name for the FASTRACK application. The default value for the User field is *EnterUserID* until you enter your *User ID* in the User field and personal *Password* in the Password field. Normally, the User Name and Password must be entered for each report instance that is scheduled. However, this function allows you to configure FASTRACK to automatically retain your User ID and Password from the main logon screen. Choose the Personalize menu option from the Report screen and click the *Enable* button in the Automatic Database Logon section.

Note: If you choose to change your password for the Logon screen, you will need to enter your User Name and Password manually or override those that are retained as a result of setting Automatic Database Logon from the Personalize screen.

Format

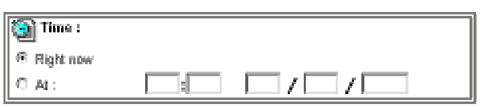
The default format for all FASTRACK reports is ***Crystal Reports***, except for the Budget Management Download reports and any other reports that are strictly designed for download. If you are running a report for downloading, use the appropriate format (e.g. MS Excel® 7.0 or higher version, etc.). FASTRACK reports may also be formatted in PDF. The available choices are listed in the drop-down list.

Note: If you use Quattro Pro® for your spreadsheet application, you will need to run the download report in the format of LOTUS®, MS Excel® 4.0 (or lower version), and open the file in Quattro Pro®.

Destination

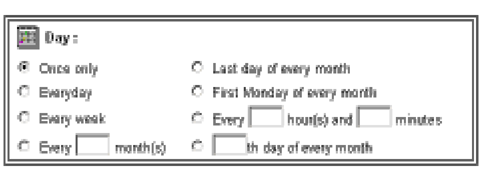
Leave destination as *Default file*. If you try to send the scheduled report to a your own designated file or directory, FASTRACK will still send it to the server where the application resides and you will receive a failed job notification or no response at all.

Time



The default time for scheduling a report is *Right Now*, which will initiate processing the defined report as soon as the Schedule button is clicked.

Day



The default is *Once only*. If you wish to schedule recurring reports, refer to the Scheduling Recurring Reports section in this guide for more information.

Retry

The default is *Number of Retries: 0* and *Interval: 30 minutes.* However, the Retry parameter is not designed to correct problems with failed reports. FASTRACK staffs recommend that you contact the FASTRACK Help Desk for assistance and avoid using the Retry parameter.

Schedule

Use the Schedule button located at the bottom of the Schedule Parameters screen to schedule a report. After initiation, the frame will revert to the FASTRACK Main screen and the report you just scheduled will be listed under the proper report object. If report instances exist for that report object, the *Scheduled* report will be displayed at the bottom of the list. When the server has begun processing your report, the status will change to *Processing*. Reports that are scheduled to run immediately will take several minutes to complete. If the report status remains unchanged after a minute or two, click Refresh. The status of your report will change to *Success* after the report is completed successfully. The report instance with a status of *Success* will be moved from the bottom to the top of the list.

Sometimes a message *No Data Returned* will appear on the report. Complete the following steps to troubleshoot:

1. Check the Input Parameter listing on the report to ensure that the valid account coding information, desired fiscal month(s) and/or appropriate vendor name/vendor number were selected. Although you may have selected valid statewide account codes, the combination of the selected account codes may be illogical. The report may have been returned with no data because you may have selected a combination of account codes that are not used by your agency.
2. If all the Input Parameters are correct and are logical combinations, then it may mean that there are no transactions posted to AFRS with the given parameters. If any of the parameters are incorrect, rerun the report with the correct parameters.
3. If any of the parameters are incorrect or the combination is illogical, rerun the report with the correct, logical combinations of parameters.
4. If you have input an invalid value for any code, the report would then return with an error message for the specific account code such as "*Invalid value 'xxxxx'. Review your account code below*".

Cancel

Use the Cancel button located at the bottom of the Schedule Parameters screen to cancel all entries and return the frame to the FASTRACK Main screen if you decide NOT to initiate scheduling a report.

Scheduling Reports to Process at a Specific Date and Time

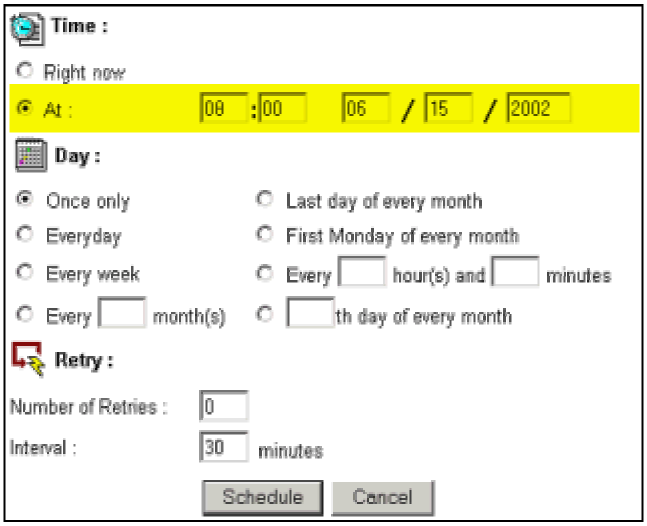
To schedule a report to be processed at a specific time and date, all the parameters in the Schedule Parameter screen are entered as for any other report—with one exception: a time and date must be entered in the Time section.

> ***Tip:*** *The default time for scheduling reports is "Right now." To change the default, the time must be entered in 24 Hour format.*

From the main screen of the FASTRACK application, complete the following steps to schedule a report at a specific date and time:

1. From the available report categories, select the **Report** you wish to schedule at a specific date and time.

2. Click **Schedule** to display the Schedule Parameters screen.
3. Select the appropriate report parameters for your report, and then scroll down to the **Time** section.
4. Click the **At:** radial button, and then type in the desired time and date for the report to run.



5. Click **Schedule** to schedule the report.

Scheduling Recurring Reports

FASTRACK allows considerable flexibility for scheduling of recurrent and immediate reports. Reports can be scheduled to run:

- Right now;
- At: [specific date and time];
- Once only;
- Every day;
- Every week;
- Every *N* month(s);
- Last day of every month;
- First Monday of every month;
- Every *N* hour(s) and *N* minutes; and
- N^{th} day of every month.

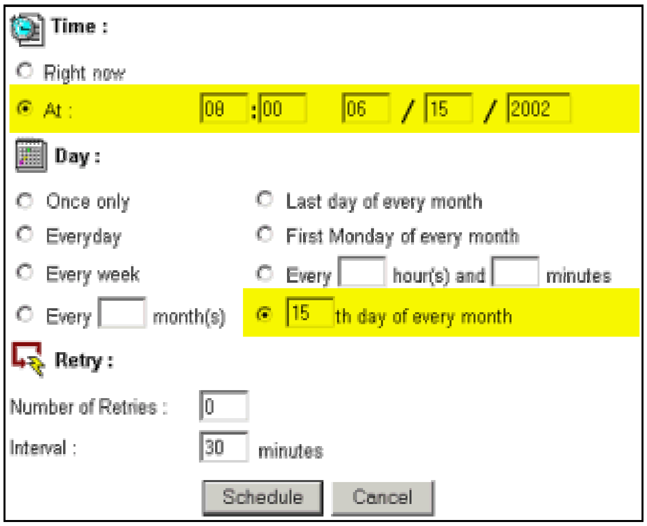
To schedule a recurring report, all the parameters on the Schedule Parameters screen are entered as you normally would for any other report. The area that differs from other reports is the Time and Day sections.

> ***Tip:*** *For recurring reports, you can use either the "Right now" or "At" option. If you select the "Right now" option, the report instance will be processed immediately and at the same time Every day, Every week, etc. that you select from the Day section.*

Schedule Parameters Screen Time Section

If you wish to run the recurring report at a certain time, then select the At: option in the Time section. For example, if a report is to be run on the 15th of every month, at 0800 hours, complete the following steps:

1. Select the **At:** button in the **Time** section.
2. Enter the desired time for the report to be run (24 hour format) in the hour and minute **Time** fields.
3. In the month, day, and year **Date** fields, enter the day of the FIRST month that the report will be generated. For example, if a report is desired on the 15th day of every month and the first month the report to be generated is June, enter the time and date parameters as follows: ‘08’‘00’and ‘06’/ ‘15’/ ‘2002’.



4. Select the ***N*** **th day of every month** button in the **Day** section.
5. Enter the desired day for the report to be run recurrently in the Day field. For this example, “15”was used.
6. Click **Schedule** to schedule the report.

The report will run the first time on the 15th day of June 2002, at 0800 Hours (8:00 a.m.) and will run recurrently at the same time on the 15th day of every month thereafter.

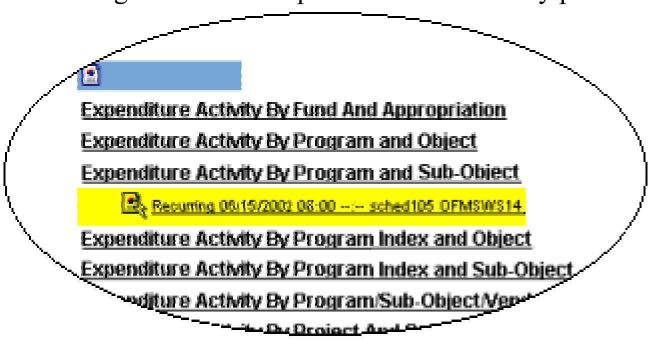
> ***Tip:*** *The most common choice for scheduling recurring reports is on a particular day of the month. To obtain a complete financial status for a program as of the previous month, users normally choose a date after the 17th day of every month in conjunction with a “prior” fiscal month.*

Schedule Parameters Screen Day Section

The Day parameter will determine how often the report will actually run. The following options are available:

- Once Only;
  An option that will not generate recurring reports
- Every day;
- Every week;
- Every *N* month(s);
- Last day of every month;
- First Monday of every month;
- Every *N* hour(s) and *N* minutes; and
- *N* th day of every month.

Once all the desired parameters have been set, click the Schedule button located at the bottom of the Schedule Parameters screen to schedule the report. Your report will then appear under the proper Report object with a "Recurring" status. The report will automatically process at each cycle of the schedule.

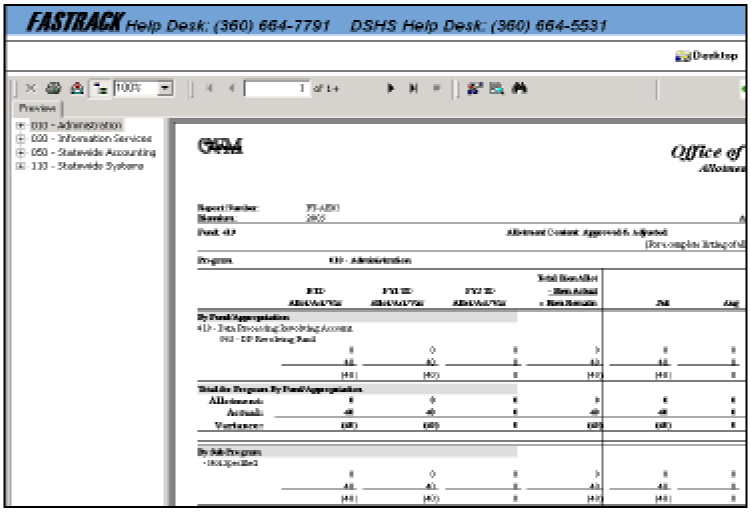


Note: The schedule date for the recurring report will show the date that the report will run. Once the report has processed successfully on the scheduled run date, the report status will show as "Success" with the actual run date and time. The recurring date will be incremented to the next scheduled run date.

Viewing Reports

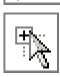
Viewing reports in FASTRACK is a simple, two-step procedure. You can view a report once it has processed and displays a "Success" status. Complete the following steps to view a report:

1. In the Job Information list box, highlight the **report instance** you wish to view.
2. Click **View** on the text menu in the upper frame.
3. For any workstation that is using FASTRACK the first time, expect to see a Security Warning dialog box appear requiring the installation of the Crystal Smart Viewer for ActiveX. Click **Yes** to move on.
   A Crystal Report in the ActiveX Viewer will display as follows:



Display Data Quickly

Use the Group Tree structure in the left frame to display data quickly under each account code. Click on the (+) to the left of the account code to list the entire hierarchy. Clicking on any account code will display that particular location of the report in the right frame.



Keep Row and Column Labels Visible As You Scroll

The Crystal Smart Viewer for ActiveX has a Freeze Pane feature much like the Freeze Panes feature in Microsoft Excel®.

1. To freeze both the upper and left panes, click the cell below and to the right of where you want the split to appear.
2. Right-click and choose **Freeze Pane** from the fly-out menu.
3. To return to the normal view, right-click and choose **Unfreeze Pane** from the fly-out menu.

Navigating Around a Report

Once a scheduled report instance has completed, you can view the results of that instance in the Crystal Smart Viewer for ActiveX in FASTRACK.

Complete the following steps to view your report:

1. Highlight the report instance in the **Job Information list** box.
2. Click **View** on the text menu in the upper frame.
   The report will be opened and displayed in the Crystal Report ActiveX Viewer.

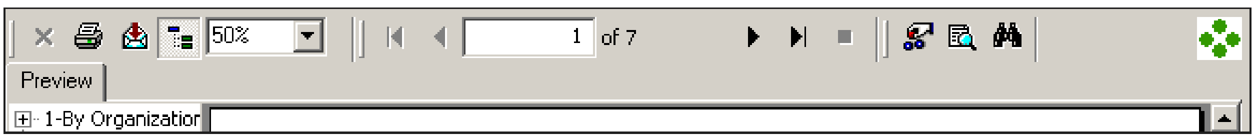
Tip: *Report instances in other applications can be viewed only if that application is installed on your machine.*

Major Features of the Crystal Smart Viewer for ActiveX

The following bulleted list illustrates the major reporting features available in the Crystal Reports ActiveX Viewer:

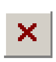
- View graphs
- Smart Navigation Tree
- Drill down on graphs and summarized data
- Drill down on maps
- Export to Word, Excel, HTML, RPT
- Search for specific data value
- View subreports
- Drill-down on subreports

The ActiveX Viewer Toolbar



Beginning on the left of the toolbar and moving right, the following section provides information about each feature available in the Crystal Smart Viewer for ActiveX:

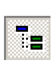
The **Toolbar Move Handle** allows you to change the appearance of the standard toolbars in the ActiveX Viewer. Rearrange the toolbars by using any of the three **Toolbar Move Handles** to drag them up, down, left, or right.



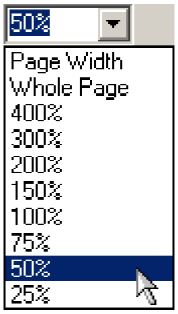
The **Close Current View** button closes the current drill-down tab and displays the tab to the left. Drill-down is an interactive feature only applicable to viewers looking at a Crystal Report in its "native" format. Drill-down is not available in reports that have been exported to another format such as Microsoft Word® or Excel®.

The **Print** button triggers the printing of your report. To print a report from the ActiveX Viewer, use the **Print** button on the standard toolbar in the ActiveX Viewer. Do not use the print button on the toolbar of your browser window.

There are times you may want to convert or export a report to Word or Excel. Click the **Export** button on the standard toolbar in the ActiveX Viewer to trigger the **Export** dialog box.



The **Toggle Group Tree** button controls the display of the Group Tree in the report. Clicking the **Toggle Group Tree** button will reduce or increase the amount of physical space available to view the report.



Use the **Zoom View** drop-down box to enlarge or reduce your report content with zoom controls. For example, you might magnify the report to avoid eyestrain. On the other hand, you might reduce the report to fit more on the screen. When you zoom, you specify a magnification percentage for the report contents: actual size is 100%, for example. Enter your own value and press Enter—it is not necessary to add the percent sign after it, or click the arrow in the **Zoom** drop-down box to choose the setting you want:

- Page Width resizes the view to display the report page to fit the exact width of the ActiveX Viewer.
- Whole Page resizes the view to display the entire report page in the ActiveX Viewer.
- 400% resizes the view to display at 400% the actual size of the report page.
- 300% resizes the view to display at 300% the actual size of the report page.
- 200% resizes the view to display at 200% the actual size of the report page.
- 150% resizes the view to display at 150% the actual size of the report page.
- 100% resizes the view to display at 100% the actual size of the report page.
- 50% resizes the view to display at 50% the actual size of the report page.
- 25% resizes the view to display at 25% the actual size of the report page.

Clicking the **Go to First Page** button allows you to go back to the first page from any page within a report.

Clicking the **Go to Previous Page** button allows you to move back one page within a report.

The **Page Number** field indicates the page that is currently displayed in a report. Type a specific page number in the field to go directly to the page you want to view.

The **Number of Pages** section on the standard toolbar indicates the number of pages in the report currently displayed.

Clicking the **Go to Next Page** button allows you to move forward one page within a report.

Clicking the **Go to Last Page** button allows you to go forward to the last page from any page within a report.

Clicking the **Stop Loading** button allows you to stop the report from loading in the ActiveX Viewer.

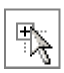
The Crystal Smart Viewer for ActiveX includes the **Select Expert** to help you create useful record-selection criteria. You can use the **Select Expert** for simple, straightforward record selection, and as a starting point for more sophisticated record selection. Run the **Select Expert** by clicking on the **Select Expert** button on the standard toolbar in the ActiveX Viewer.

The Crystal Smart Viewer for ActiveX also includes the **Search Expert** to allow advanced filtering and highlighting of data displayed in the ActiveX Viewer. Based on the criteria you specify, you can use the **Search Expert** to locate specific data in a report. Run the **Search Expert** by clicking on the **Search Expert** button on the standard toolbar in the ActiveX Viewer.

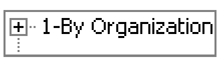
The Crystal Smart Viewer for ActiveX includes **Search Text** capability that allows you to search for given text starting on a given page. **Search Text** is not case-sensitive. If the text is found, the Page Number field is set to the number of the page within the report on which the text was found. Run **Search Text** by clicking on the **Search Text** button on the standard toolbar in the ActiveX Viewer.

When you elect to view a report in FASTRACK, visible progress is demonstrated throughout the process of loading a report in the ActiveX Viewer by means of the **Activity Indicator**.

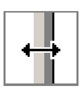
The **Preview Tab** is useful for distinguishing the main report view from any drill-downs within the report.



Crystal Reports with drill-down capability are presented in a Group Tree under the Preview Tab. Expand the report groups by clicking on the **Expand Group** plus (+) in the Preview Pane.



Crystal Reports with drill-down capability are presented in a **Group Tree** in the Preview Pane under the Preview Tab.



The **Preview Pane** under the Preview Tab is resizable. To reduce or increase the amount of physical space available while viewing a report, resize the **Preview Pane** by hovering your mouse pointer over the frame of the **Preview Pane** until a horizontal cursor appears, then left click and drag the frame left or right.

Search Specific Records from a Report

The Crystal Reports ActiveX Viewer includes Search Text and the Search Expert to allow advanced filtering and highlighting of data displayed in the ActiveX Viewer. Based on the criteria you specify, you can use Search Text or the Search Expert to locate specific data in a report.

To search for specific records:

1. Click the **Search Text**  button on the standard Crystal Reports ActiveX viewer toolbar.
   The Search dialog box opens.
2. Enter the value(s) you want to search for in the **Find what**: field, and then click **Find Next**.
   The value(s) you entered will be highlighted in your report each time you click the Find Next button.

To conduct a more comprehensive search using Search Expert:

1. Click the **Search Expert** button on the standard Crystal Reports ActiveX viewer toolbar.
The Search Expert dialog box opens.
2. Click **New**, or select the **New** tab.
The Fields dialog box opens, listing report and database fields in a pull-down list.
3. Click on the report or database field that you want your search selection to be based on, or if you want to see sample data from the database for that field, click **Browse**.
4. Once you are satisfied with the field you want to use for your search, **select** it and click **OK**.
5. Select a **comparison operator** from the initial pull-down list.
A second pull-down list (varied based on the type of field you have chosen for your search) will appear.
6. Select a **report value** from the second pull-down list, and then click **OK**.
Your selected search criteria will then be highlighted in your report.

Select Specific Records from a Report

To select a specific group of records from an original report using the Select Expert in the Crystal Reports ActiveX viewer:

1. Click the **Select Expert** button on the standard Crystal Reports ActiveX viewer toolbar.
The Select Expert dialog box opens.
2. Click **New**, or select the **New** tab.
The Fields dialog box opens, listing report and database fields in a pull-down list.
3. Click on the report or database **field** that you want your record selection to be based on and click **OK**, or if you want to see sample data from the database for that field, click **Browse**.

   Note: Field names that end with “selected” are those fields you selected from the Schedule Parameter screen and appear in the header of your report. Choosing these fields in the Select Expert will result in a blank report. You can ensure successful searches by selecting fields that are equivalent to the column headings in your report.
4. Once you are satisfied with the field you want to use for record selection, **select** it and click **OK**.
The Select Expert will appear with a tab for that field.

   Once you have chosen a field to select on, you will see an initial pull-down list with the default **is any value**. Scrolling the list will reveal all the comparisons you can use to select records. You will use this list to choose the comparison operation you want to use for your record selection.
A table at the bottom of this section explains the different comparison operators that may appear in this list.
5. Select a **comparison operator** from the initial pull-down list.
A second pull-down list (varied based on the type of field you have chosen for record selection) will appear.

   If you have chosen a comparison operator that only compares to one item, (such as **equal to**, **less than**, or **greater than**), a second pull-down list will appear. If you have chosen an operator that can compare to multiple items (such as **is one of**, **starts with**, or **is like**), the second pull-down list will appear along with a multiple-item box that will allow you to choose more than one code. Add and remove items from the multiple-item box by clicking the **Add** and **Del** buttons that appear next to the box.

   NOTES: Viewing each page of your report prior to using the Select Expert populates this pull-down list. If you have not viewed all the pages and the list is incomplete, you may type in your choice free form.

A "No Data Returned" response may be received when using the **equal** comparison operator in conjunction with an unusually long vendor name from the pull-down list. This occurs when the width of the vendor name field within FASTRACK is not wide enough to display the same value contained in the stored procedures of the report. If this situation occurs, try using the **starts with** comparison operator instead of **equal**. Key in the first few characters of the vendor name in the pull-down box and click the OK button. Data should now be returned for the vendor. If more than one vendor starts with the same characters, all possible vendors will be returned.

6. Select a **report value** from the second pull-down list. The Select Expert does not limit you to comparing just one field. You may create as many tabs and comparisons as you need by clicking on the <new> tab above the pull-down lists and then repeating steps 3 through 6 until you have completed the compound selection of coding you wish to filter by.
7. Once you are satisfied with your selection(s), click **OK**.
   Your report with a subset of data based on your selected search criteria is displayed.
8. To go back to your original report, simply reopen the **Select Expert** and change the comparison operator field to **is any value**, and then click **OK**. This will reverse the selection criteria you have chosen and redisplay your original report.

Tip: *When using the Select Expert to run a sub report with specific criteria, each subsequent subset created will go against the latest sub report data and not the original report.*

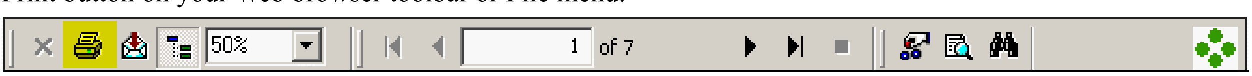
The beginning and ending balances do not change for the report with a subset of data. Your report will still reflect the balances of the original report. However, the period activity total will be adjusted based on the criteria from the Select Expert. If the report is required to reflect specific criteria for all the beginning and ending balances, the report must be re-run.

Select Expert Comparison Operators

Operator	*Description*
Any Value	This is the same as having no selection criteria at all. **Is Any Value** means it doesn't matter what is in the field—all records will be included in the report.
Equal To	The field must be exactly equal to what you specify.
One Of	You can specify more than one item to compare to by adding multiple comparison items to a list. If the field is exactly equal to any of them, the record will be included.
Less Than	The field must be less than the item you are comparing to. If you are comparing numbers, the field must be smaller numerically. If you are comparing dates, the field must be an earlier date. If you are comparing strings, the field must be lower in the alphabet.
Greater Than	The field must be greater than the item you are comparing to. If you are comparing numbers, the field must be larger numerically. If you are comparing dates, the field must be a later date. If you are comparing strings, the field must be higher in the alphabet.
Between	Allows you to select two items to create a comparison range. The field must be between, or equal to, the two items. The same type of comparison is used as with less than and greater than: numbers compare numerically, dates compare chronologically, and strings compare alphabetically.
Starts With	Allows you to specify "leading" characters to compare to. If the first characters in the field equal the specified characters, the record will be returned.
Like	You can look for partial text matches using wildcard characters to search for records that contain particular characters or groups of characters. When you specify your comparisons, you can use a question mark to indicate that one character in the field at that position can contain anything. You can use an asterisk to indicate that the rest of the field from that point on can contain anything.

Printing Reports

To print a report from the ActiveX Viewer, use the Print button on the ActiveX Viewer toolbar. Avoid using the Print button on your Web browser toolbar or File menu.



1. From the ActiveX Viewer toolbar, click the **Print** button.
   The Print dialog box appears.
2. The printer settings will default to the designed format for the FASTRACK Report. You may print the entire report, current page, or a range of pages. Click **OK**.
3. To go back to the main FASTRACK screen, click **Desktop** on the text menu in the upper frame, or click the Back button on your Web browser toolbar.

4. To print legal size FASTRACK reports in letter size, export the report in Acrobat PDF format. Click **Properties** and confirm that the paper size is set to "letter" and the print orientation is set to "landscape" before printing.

Downloading or Exporting Reports

The **Budget Management Download** category of FASTRACK reports is specifically designed for downloading report data directly into spreadsheets. To produce a report for direct download in the format of your choice, complete the following steps:

1. From the Schedule Parameter screen, **change the default** format from Crystal Report to the desired format (such as Adobe Acrobat®, Microsoft Excel®, etc.) and then schedule the report as you normally would.
2. Select the report instance and **View** the report with a status of "Success".
The appropriate program (MS Excel or Acrobat Reader) will open the selected report.

Tip: *Reports run or saved in MS Excel or Acrobat PDF formats can be sent as an e-mail attachment to other staff that does not have direct access to FASTRACK.*

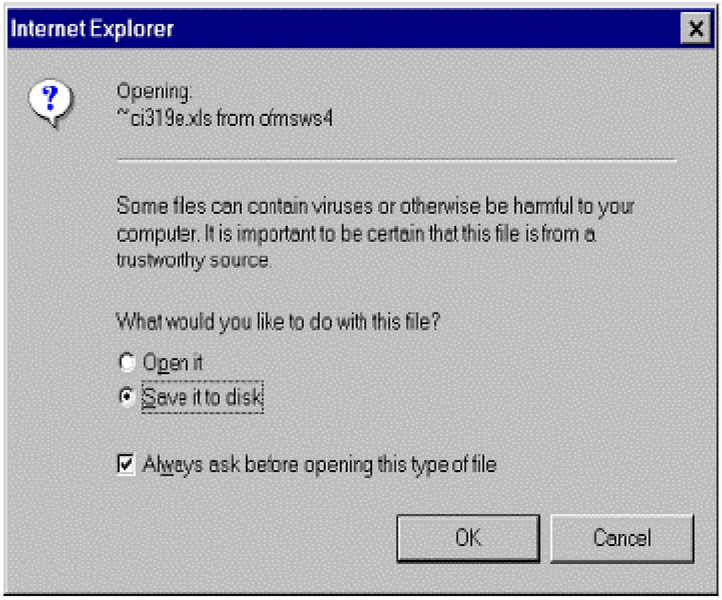
MS Excel Spreadsheet

To download a spreadsheet file from FASTRACK, save the report file to disk or hard drive and view it from a spreadsheet separately in your browser. Internet Explorer provides a dialog box that allows you to either view the spreadsheet by opening an application or saving to file. You will want to choose the *Save to file* option.

To configure your workstation to invoke the download dialog box prompt, complete the following steps:

1. Start **Windows Explorer**.
2. Select **Folder Options…** from the **Tools** menu.
3. Click the **File Types** tab.
4. Highlight the **XLS Microsoft Excel Worksheet** file extension in the **Registered file types** drop-down list.
5. Click the **Advanced** button.
The Edit File Type dialog box appears.
6. Select **Confirm open after download** check box, and then click **OK**.
The Folder Options dialog box appears.
7. Click **Close**, and then close Windows Explorer by clicking "**X**" in the upper right-hand corner.

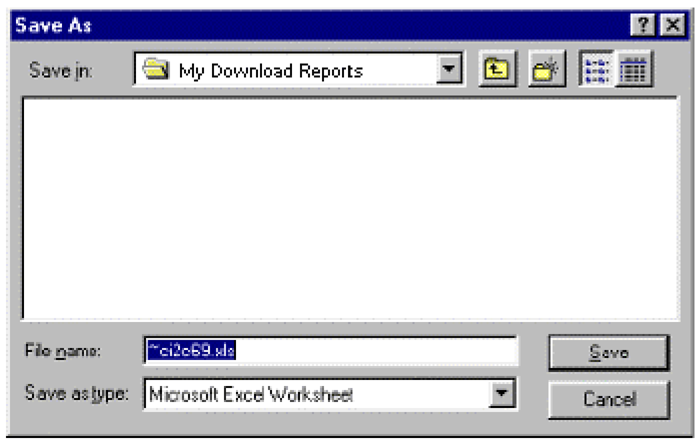
NOTE: FASTRACK supports three versions of MS Excel: 5.0, 7.0, and 8.0. The recommended versions to use are 7.0 or 8.0 depending on the version of Excel on your workstation. Version 5.0 works, but has a row limit of just over 16,000 rows. Extracts over this limit will fail. MS Excel 7.0 and 8.0 has increased row limits to just over 65,000 rows. If you exceed this limit, the report will not fail, but will not deliver all the data.



By setting the *Confirm open after download* option in Windows Explorer, a dialog box will appear and warn you that some files may contain viruses. **This is a warning only and not a declaration that a virus is present in the file**. The dialog box will also prompt you to open the file, or save the file to disk.

The first option, *Open it* will launch your spreadsheet application within your browser and will **not** complete the report download. **Not all spreadsheet functions will be available within your browser**.

The second option, *Save it to disk* will invoke the *Save As* dialog box. Save the file to the directory/folder of your choice with a file name you will remember. A file extension, based on the Format parameter you selected when you scheduled the report, is automatically assigned when the file is saved.



Tip: *To fully use all spreadsheet functions, it is recommended that you choose the "Save it to disk" option. After selecting a drive and changing the file name, click "Save". You may then retrieve the document and display it in the appropriate program.*

A Note about Download Reports

Downloading reports that are **not** specifically designed for download into MS Word or MS Excel format will not necessarily retain the original report format. Page and report headers could be lost. The rows and columns of data may be shifted.

One example is the Allotment Expenditure Status Report by Program Index. When the report is requested with multiple program indexes in a spreadsheet format, the page header for the Program Index description only displays on the first page but not on subsequent pages.

Another example is the Expenditure Activity by Fund and Appropriation Report. Most of the time, the MS Excel version will cause the Project/Sub Project/Project Phase columns to disappear or data under the columns will be shifted to the right or left.

Exporting a Crystal Report to Other Formats

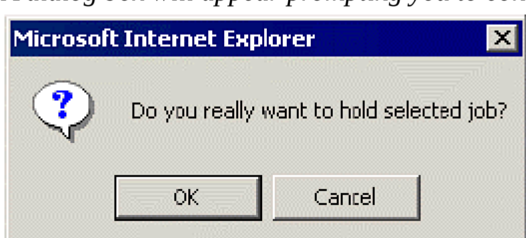
Most FASTRACK reports are designed in Crystal Report format and can be exported to an Excel file or Acrobat PDF file. To produce a Crystal Report and then export it to other formats, complete the following steps:

1. **Schedule** report in the default Crystal Report format.
2. Select the report instance and **View** the report with a status of "Success".
3. Click the **Export Report**  button on the ActiveX Viewer toolbar.
   A dialog box will appear and prompt you to save the report.
4. In the **Save In** dialog box, click the down arrow in the Save in drop-down list and select the desired directory/file, then enter a file name and select the desired report format in the **Save as type** drop-down list.
   The most common formats used are MS Excel spreadsheet and Acrobat PDF format.
5. Click **Save**.
   An Exporting Report dialog box will appear. When the export function is complete, a Report Viewer Export box will prompt you to open the report.
6. When the Report Viewer Export box prompts you to open the report, click **Yes**, and then retrieve the saved report and display it directly in the appropriate program such as Acrobat or Excel, etc.

Holding a Scheduled Report

You may hold a report from further processing when it is in "Scheduled" status. You many wish to hold a report you intend to delete or you may hold a report to simply override a scheduled recurring report while you are away from the office for an extended period. You can release a report that is in hold status at any time.

To hold a report, select the report instance you would like to hold and then complete the following steps:

1. Click **Hold**.
   A dialog box will appear prompting you to confirm the request.
   

2. Click **OK**.
   The report instance will then be held.
3. To cancel the command, click **Cancel**.

***Tip:** After successfully holding a report, the report instance can then be released or deleted.*

Stopping a Scheduled Report

You may stop a report from further processing when it is in “Scheduled” or “Processing” status. This may happen when you realize that you have scheduled the wrong report or have picked the wrong parameter for your report.

To stop a report, select the report instance that you would like to stop and then complete the following steps:

1. Click **Stop**.
   A dialog box will appear prompting you to confirm the request.

2. Click **OK**.
   The report instance will then be stopped.
3. To cancel the command, click **Cancel**.

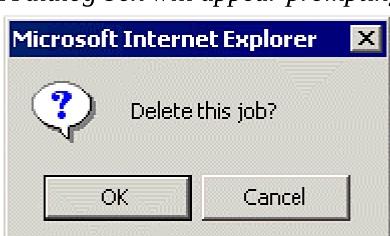
Tip: *After successfully stopping a report from processing, the report instance should be deleted.*

Deleting Report Instances

Users with appropriate security permissions can delete report instances. Generally, a user who has the security to schedule a report would have the ability to stop and/or delete a report. Please be careful not to delete another users’ reports within your agency without consulting with them first.

To delete a report, select the report instance that you would like to delete and then complete the following steps:

1. Click **Delete**.
   A dialog box will appear prompting you to confirm the request.

2. Click **OK**.
   The report instance will then be deleted.
3. To cancel the command, click **Cancel**.

Tip: *It is a good practice for each user to perform regular “Housekeeping” within each of the report objects. Once a report has been scheduled and its use is complete, that report instance should be deleted from the list. This will keep the list of report instances to a minimum and will facilitate locating a particular report instance faster. Report instances that have been scheduled as Recurring Reports should NOT be deleted from the Job Information list box.*

Exit and Logoff

Complete the following steps to log off from FASTRACK:

1. Click **Logoff**.
2. Close Internet Explorer (click on the "**X**" in the upper right-hand corner)

FASTRACK Error Messages

Listed below are messages that will be displayed if the user makes input errors in the free-form box of the Selection Parameter Screen. The report will process successfully, but an error message will be displayed in red on the first page of the report. The report returns only one error message at a time. If the user enters several erroneous values, the report processes until it finds the first error, and displays the appropriate message. Once the user has fixed the first error the report processes until it finds the next error and displays the appropriate error message for the second error, and so on.

1. **Error Message:** "Specified value for <pick list name> is longer than 250 characters."
   - **Explanation:** User entered more than 250 characters in the free form input box for a specific selection parameter.

2. **Error Message:** "Agency selection is required. Review your agency input below."
   - **Explanation:** User did not select "Home Agency" or specific agency name from the Agency pick list.

3. **Error Message:** "Invalid value <input pick list value> for <pick list name> specification. Review your <pick list name> input below."
   - **Explanation:** User entered invalid data for pick list value.
   - Example – "Invalid value "f9624" for Program_Index specification. Review your Program_Index input below."
   - Input format is correct, but the value either does not exist in the AFRS descriptor table or no transactions have been posted in the AFRS warehouse with that value.
   - Check Chart of Accounts to verify the value is valid.

4. **Error Message:** "Beginning Fiscal Month has not been specified. Beginning Fiscal Month must be specified whenever an Ending Fiscal Month has been."
   - **Explanation:** User selected a value for the Ending Fiscal Month, but did not select a value for the Beginning Fiscal Month. A Beginning Fiscal Month must be selected.

5. **Error Message:** "Ending Fiscal Month has not been specified. Ending Fiscal Month must be specified whenever a Beginning Fiscal Month has been."
   - **Explanation:** User selected a value for the Beginning Fiscal Month, but did not select a value for the Ending Fiscal Month. An Ending Fiscal Month must be selected.

6. **Error Message:** "Ending Fiscal Month selection <input ending month> is earlier than Beginning Fiscal Month selection <input beginning month>."
   - **Explanation:** User selected an Ending Fiscal Month that was earlier than the selected Beginning Fiscal Month.

7. **Error Message:** "Invalid input format in Vendor Number specification. Review your Vendor Number input below."
   - **Explanation:** User entered the wrong number of characters for the vendor number.
   - The length for vendor number is 10 and for vendor number suffix is 2.
   - Separate the vendor number from the suffix with a "/".

8. **Error Message:** "Invalid input format in <pick list name> specification. Review your <pick list name> input below."
   - **Explanation:** User entered the wrong format for a specific selection parameter, either by entering incorrect number of characters or invalid delimiter values.
   - Check pick list for correct format of the selection parameter.
   - Example: Sub Sub Object NB2132 should be NB/2132.
   - Example: PI F96211 should be F9621.
   - Example: Fund *345, too many characters should be only three characters.

9. **Error Message:** "Invalid input format in <hierarchy level name> level of <pick list name> specification. Review your <pick list name> input below."
   - **Explanation:** User entered the wrong format for a specific selection parameter, either by entering incorrect number of characters or invalid delimiter values.

10. **Error Message:** "Invalid value "<input value>" in <affected hierarchy level> level of "<complete hierarchy spec>" <pick list name> specification. Review your <pick list name> input below."
    - **Explanation:** User's input format is correct, but the value either does not exist in the AFRS descriptor table or no transactions had been posted in AFRS warehouse with that value.

11. **Error Message:** "No Data Returned"
    - **Explanation:** In summary reports, if a user selects a group but does not select a Standard or Custom Section.
    - The intersection of the values for the selected parameters do not result in any data selected or equals zero.

12. **Error Message:** "Invalid data selection. Grouping requires upper levels of the hierarchy for the data selected: Program, Sub Program."
    - **Explanation:** When grouping by Program Structure, Organization Structure, Object Structure, Project Structure or Revenue Source, you must include groups for all upper levels of the hierarchy selected down to the desired level.
    - Example: If user needs grouping at the Section level, you must also include Division and Branch in group selections.

The following error messages apply to a specific report object or report category:

13. **Error Message:** "Invalid selection – You must select at least one group or section."
    - **Explanation:** The user must select at least one group or section.

14. **Error Message:** <u>"Invalid selection – You must select a group."</u>
    - **Explanation:** The user must select a group.

15. **Error Message:** <u>"Invalid selection – You must select a section or custom group."</u>
    - **Explanation:** The user must select a section or custom group.

16. **Error Message:** <u>"Values for Allotment Content and Expenditure Content cannot both be "None" (or No). Review your input below."</u>
    - **Explanation:** User must select a value other than "None" for either Allotment Content or Expenditure Content, otherwise the report cannot interpret what kind of data to display.

17. Expenditure Summary Flexible – **Error Message:** <u>"Invalid Selection - You must select at least one group or a section."</u>
    - **Explanation:** The user must select at least one group or a Standard or Custom Section where the value is other than "None".

18. **Error Message:** <u>"Objects to Expand selection must equal "*" if Sub Sub Object is selected as a Report Group."</u>
    - **Explanation:** This applies to any report with sections that has the Objects to Expand parameter). If the user selects Sub Sub Object as one of the Report Groups, Objects to Expand must equal "*- All Selections". The value cannot be "None" or a specific object or list of objects.

19. Revenue Variable Data By Month – **Error Message:** <u>"Invalid selection - Estimated Revenue Content cannot be selected in combination with other Content pick list selections."</u>
    - **Explanation:** If the user selects a value other than "None" for Estimated Revenue Content, the values for both Revenue Content and Revenue Liquidation Content must be "None".
    - **Note:** User may select a value other than "None" for both Revenue Content and Revenue Liquidation Content on the same report.

20. Cost Allocation Rate Variance – **Error Message:** <u>"Invalid selection – At least one group must be Cost Objective."</u>

    - **Explanation:** One of the Group Content selections must be Cost Objective.

21. Expenditure Variable Data By Month – **Error Message:** <u>"Invalid selection - Allotment Content cannot be selected in combination with other Content pick list selections."</u>
    - **Explanation:** If the user selects a value other than "None" for Allotment Content, the values for both Expenditure Content and Expenditure Liquidation Content must be "None".
    - **Note:** User may select a value other than "None" for both Expenditure Content and Expenditure Liquidation Content on the same report.

22. Downloads – **Error Message:** <u>"Report exceeds Microsoft Excel limit of 65536 rows."</u>

- **Explanation:** The data being downloaded into an Excel worksheet exceeds the limit of 65,536 rows.
- Try re-running the report with different selection parameters to reduce the number of rows of data so that it will fit into an Excel worksheet.

Glossary

Terms and Definitions

account code element

A data field representing an element from the AFRS chart of accounts.
Source: Office of Financial Management

accounting period

Any period of time designated for which financial statements are prepared. See also **fiscal period**.

Source: Statewide Administrative and Accounting Manual

accrual basis

The basis of accounting whereby revenues are recognized when earned and measurable regardless of when collected; and expenses are recorded on a matching basis when incurred. All proprietary and trust funds use the accrual basis of accounting.

Source: Statewide Administrative and Accounting Manual

accruals

Expenses or expenditures that meet the appropriate recognition criteria of the fund type involved but have not been paid.

Source: Statewide Administrative and Accounting Manual

accrued

Expenses or expenditures that meet the appropriate recognition criteria of the fund type involved but have not been paid.

Source: Statewide Administrative and Accounting Manual

agency

A governmental department of administration or regulations. Related terms include:

Agency: A distinct operational unit of state government.

Sub-agency: A sub operational unit within an agency.

Source: Office of Financial Management

Agency Financial Reporting System (AFRS)

The statewide accounting system maintained by the Office of Financial Management (OFM). AFRS is the state of Washington's official accounting system.

Source: Statewide Administrative and Accounting Manual

AI

See definition for **appropriation index**.

alloc

See definition for **allocation**.

allocation

The process of assigning a cost, or a group of costs, to one or more cost objectives, in reasonable and realistic proportion to the benefit provided or other equitable relationship.

Source: Health and Human Services Grants Policy Directives

allocation base

An intermediate allocation mechanism to allocate costs to multiple targets on a percentage basis.

Source: DSHS Cost Allocation Plan Definitions

allocation schedule

A cost center in DSHS'automated cost allocation plan that allocates costs to the assigned cost objectives by the appropriate percentage it has been set up to be charged. Every dollar expensed at DSHS is charged to a cost objective through a schedule number. It is a unique ten-digit number which links program/sub-program/allocation code combination to a cost objective or base.

Source: DSHS Cost Allocation Plan Definitions

allot

To divide an appropriation into amounts that may be encumbered or expended during an allotment period.

Source: Statewide Administrative and Accounting Manual

allotment (for state accounting purposes)

A part of an appropriation that may be spent during a specified period. See also **allot**. Related terms include:

> **Allotment:** Apportionment of a biennial appropriation to a specific fiscal year reflecting estimated allotment charges within that fiscal year.
>
> **Adjusted Allotments:** Agency internal adjustments to allotments which do not require approval by the Office of Financial Management.
>
> **Approved Allotments:** Official allotments approved by the Office of Financial Management.
>
> **Allotment Options:** Option 1 **-** Allotments for appropriations that **are not** identified together by source of funds and by object of expenditure.

Source: Statewide Administrative and Accounting Manual

allotment content

A report parameter filter that refers to the general ledger codes included in the allotment reports. Options are:

Approved (GL 0621,6210,0110)

Adjusted (GL 0622,0623,0111)

Source: Office of Financial Management

APS

An acronym for the Automated Process Scheduler, a Crystal Info component that directs scheduling requests to the Crystal Reports processor.
Source: Office of Financial Management

appropriation(s)

A legislative authorization for an agency to make expenditures and incur obligations for specific purposes from designated resources available or estimated to be available during a specified time period. There is an appropriation code and appropriation index (AI) code that could be one of the same, or multiple AI's that roll into one appropriation code. See also **appropriation index (AI)**.

Source: Statewide Administrative and Accounting Manual

appropriation code

The three-character code assigned by the Office of Financial Management (OFM) to identify each legislative authorization to incur expenditures. Agencies are to use only those appropriation codes that have been authorized in writing by OFM. The assigned codes are valid only for the biennium for which they are established. See also **appropriation(s)**.

Source: Statewide Administrative and Accounting Manual

appropriation index (AI)

A three-character AFRS code which establishes a valid combination of the following fund/appropriation classification elements:

Accounting Fund: See definition for **fund**.

Appropriation: See definition for **appropriation(s)**.

Appropriation Type: Categorizes an appropriation as:

1 = State

2 = Federal

3 = Federal-Unanticipated

4 = Governor's Emergency Allocation

5 = Title XX Federal (DSHS only)

6 = Non-Appropriated

7 = Private-Local

8 = Private-Local

9 = Private/Local-Unanticipated

X = Prior-Biennium Liability Liquidation

Appropriation Character: Categorizes an appropriation as:

1 = Operating

2 = Capital

Source: AFRS Table Maintenance Overview Manual

automated base

An allocation base that distributes costs using data that is automatically extracted from the cost allocation system data files each month. The data is either dollar or FTE disbursements.

Source: DSHS Cost Allocation Plan Definitions

automated cost allocation plan

The final cost allocation percentage distribution for each unique program index and allocation code combination. These percentages are derived from the cost allocation table entries used to determine the federal and state share of all disbursement, accrual and encumbrance transactions for a given fiscal month. Each fiscal month a new plan is created.

Source: DSHS Cost Allocation Plan Definitions

B#

Batch Number—a 3-digit number assigned to each batch of document processed.
Source: Office of Financial Management

base

A base is a pool of collected costs that benefit more than one funding source. These costs are distributed to at least two cost objectives or more. A base can be for direct service costs or administrative costs. Each base distributes costs by a specific method (e.g., time reports, caseload, dollars disbursed, time studies). The base is separated into elements, which are either a cost objective or another base. The amount each element is charged is determined by the method's activity efforts. The percent charge to each element can change monthly (e.g., monthly time sheet activity) or quarterly (e.g., random moment time studies) if that is the approved method. Then total for all elements in a base for any time period costs are distributed must equal 100%. A base can be automated or manual. See also **automated base** and **manual base**.

Source: DSHS Cost Allocation Plan Definitions

base element

A base element is an individual component within a base. Each base element has a value, determined by the cost allocation methodology assigned to the base. Each base element has a target, which can be either a cost objective or another base.

Source: DSHS Cost Allocation Plan Definitions

base element sequence

A base element sequence is an individual component within a base element. Each base element sequence is assigned a program index and allocation code combination. This account code combination is used to determine the value extracted from transaction history data to assign to the base element sequence. The value can consist of either dollar disbursements or FTE disbursements, depending upon the cost allocation methodology assigned to the base.

Source: DSHS Cost Allocation Plan Definitions

base element target

A base element target is the destination of a base element, which is either a cost objective or another base.

Source: DSHS Cost Allocation Plan Definitions

batch type and number

A type of source document assigned by agency fiscal staff or person who inputs the document.
Source: Office of Financial Management

biennium

A biennium is a 24-month fiscal period. In Washington, the biennium extends from July 1 of odd numbered years to June 30 of odd numbered years.

Source: Statewide Administrative and Accounting Manual

BT

An acronym used for Batch Type—accounting documents are processed in batch. Batch type is assigned by the fiscal office to indicate the type of source document in the batch.
Source: Office of Financial Management

BTD

An acronym for Biennium To Date, and an abbreviation used in FASTRACK report data fields.
Source: Office of Financial Management

BU

See definition for **Budget Unit**.
Source: Office of Financial Management

budget unit

A three digit alphanumeric field used for budgeting purposes.

Source: Office of Financial Management

CAFT

See definition for **Cost Allocation Fund Type**.

capital project funds

Capital project funds are used to account for the acquisition and construction of major capital facilities (other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments). See also **governmental funds**.

Source: Statewide Administrative and Accounting Manual

cobj

See definition for **cost objective.**

cost allocation plan

For DSHS, cost allocation plan refers to "Public assistance cost allocation plan". It means the documentation identifying, accumulating, and distributing the allowable costs of services provided by a public assistance agency/department in support of all federal financial assistance programs administered or supervised by that agency/department as described in OMB Circular A-87.

Source: Health and Human Services Grants Policy Directives

cost allocation funding type (CAFT)

The cost allocation funding type is a one digit alpha field that identifies the funding type that expenditure is being charged to through the cost allocation process. Currently, there are five distinct funding types:

F = Federal

S = State

L = Local (not currently used)

N = Reversal (used to reverse the original transaction after it has been cost allocated to avoid double-counting the transaction)

~ = Original transaction (considered "blank" for reporting purposes)

Source: DSHS Cost Allocation Plan Definitions

cost objective

A five-digit code assigned by DSHS that identifies the federal grant or a portion of federal grant or a state funded program for which costs are to be accumulated.

Source: Health and Human Services Grants Policy Directives

Cost of Goods Sold (COGS)

This expenditure account is used to record the inventory cost incurred upon sale of purchased or produced merchandise held for resale. (Used only with non-budgeted sub-objects FA through FJ.)
Source: Office of Financial Management

Crystal Info

Crystal Info is the Seagate product that manages the scheduling and viewing of FASTRACK reports over the intranet.
Source: Office of Financial Management

Crystal Reports

The FASTRACK intranet application uses Crystal Reports to produce financial reports. Crystal Reports software is owned by Seagate, also known as Crystal Decisions.
Source: Office of Financial Management

Cur Doc No

An abbreviation used for Current Document Number—a numbering scheme used by the individual office or agency for the document processed through the accounting system. It could be an invoice number, a warrant register number, or any numbering system to track the document.
Source: Office of Financial Management

current plan

Current plan refers to the automated cost allocation plan for the current month.

Source: DSHS Cost Allocation Plan Definitions

cut-off date

A selected date whereby transactions generally are stopped to provide for closing of the books of accounts for a given period, or for audit purposes.

Source: Statewide Administrative and Accounting Manual.

delete

The "Delete" command on the FASTRACK menu bar allows authorized users to delete the highlighted instance of a report.
Source: Office of Financial Management

dimension

In terms of data, a dimension is a hierarchical coding structure. Data in AFRS organized along a number of dimensions. For example, "Object" has three levels: Object, Sub Object, and Sub Sub Object, and "Time" has three levels: Biennium, Fiscal Year, and Month. Reports are usually organized and sub-totaled along various dimensions.
Source: Office of Financial Management

dimensions and **levels** used in FASTRACK

Agency: Agency, Sub Agency

Appropriation: Appropriation Code, Appropriation Index

Fund: Fund

Object: Object, Sub Object, Sub Sub Object

Organization Index: Organization Index

Organization: Division, Branch, Section, Unit, Cost Center

Program: Program, Sub Program, Activity, Sub Activity, Task

Program Index: Program Index

Project: Project Type, Project, Sub Project, Project Phase

Source: Major Source, Source, Sub Source

Time: Biennium, Fiscal Year, Month

Source: Office of Financial Management

disbursement

Payment by cash, warrant, check, journal voucher, EFT, or any other technological payment method approved by the Office of Financial Management (OFM) for goods and services received.
Source: Statewide Administrative and Accounting Manual

Doc Dte

An abbreviation used for Document Date—normally it is the invoice date or the date that the document was completed.
Source: Office of Financial Management

drill-down

An interactive feature found in select FASTRACK reports that are grouped. Drill-down capability allows users to drill-down into summary numbers to finer levels of detail that make up the summary.
Source: Office of Financial Management

element target

See definition for **base element target**.

encumbrance

An obligation in the form of purchase orders or contracts that are chargeable to an allotment or appropriation and for which a part of the allotment or appropriation is thereby reserved. Encumbrances are not considered elements of expenditures for reporting of allotments, budgets or statewide financial activities.

Source: Statewide Administrative and Accounting Manual

Enterprise Reporting

Enterprise Reporting is a reporting system for the state of Washington, which is operated by the Office of Financial Management (OFM). The two statewide systems are: FASTRACK, a financial reporting system that provides an alternative to a majority of AFRS reports and AFRS Data Distribution System (ADDS) which provides financial information from AFRS in a relational database design for downloading to agency servers for agency specific use.

Source: Office of Financial Management (OFM) Web site

estimated revenue content

A report parameter filter that refers to the general ledger codes that are included in the revenue reports. Options are:

Approved (GL 3110)

Adjusted (GL 0311)

Source: Office of Financial Management

expenditure content

A report parameter filter that refers to the general ledger codes that are included in the Expenditure report. Options are:

Cash (GL 6510)

Actual Accruals (GL 6505)

Estimated Accruals (GL 6560)

Encumbrances (GL 6410)

And the various combinations of these Expenditure general ledgers.

Source: Office of Financial Management

expenditure liquidation content

A report parameter filter that refers to the general ledger codes that are included in the Expenditure reports. This filter allows the user to select expenditure liquidations for the current fiscal period and two prior fiscal years. Please refer to the "Quick Reference" and "Tips & Troubleshooting" topics in the Agency Specifics: DSHS folder in the FASTRACK Web-based Help.

Source: Office of Financial Management

expenditures

Decreases in net current financial resources. Expenditures include disbursements and accruals of the current period. Expenditures do not include encumbrances.

Source: Statewide Administrative and Accounting Manual

FASTRACK

A financial reporting system that provides an alternative to a majority of AFRS reports. FASTRACK presents financial information over the state intranet or Internet right to the desktop. A second option for storing and retrieving monthly AFRS mainframe reports is the CD-ROM.

Source: Office of Financial Management (OFM) Web site

FASTRACK canned reports

Canned reports provide the user with set groupings, sections and subtotaling for their reporting needs.

Source: Office of Financial Management

FASTRACK flexible reports

Flexible reports allow the user to select the groupings, sections and subtotals for diversified reporting needs.

Source: Office of Financial Management

Fd

See definition for **Fund**.

fiscal month

Fiscal Month, 01 through 24 plus 12A (adjustment month for FY1) and 24A (adjustment month for FY2). In FASTRACK, the FM value includes biennium and the fiscal month value (e.g. FM0101 = Biennium 2001 Fiscal Month 01 indicates July 1999).
Source: Office of Financial Management

fiscal period

Any period at the end of which a governmental unit determines its financial position and the results of its operations. See also **accounting period**.

Source: Statewide Administrative and Accounting Manual

fiscal year

In Washington State, a 12-month period extending from July 1 of one calendar year to June 30 of the next calendar year.

Source: Statewide Administrative and Accounting Manual

FM

See definition for **Fiscal Month**.

folder

A visual tool used in Crystal Info to organize a set of reports. Each agency will have its own folder, which will contain reports users of that agency can view and schedule. The folders are in the left frame the browser window.
Source: Office of Financial Management

FTE

See definition for **Full-Time Equivalent**.

Full-Time Equivalent (FTE)

Equivalent to 2088 hours of work in a fiscal year.

Source: Statewide Administrative and Accounting Manual

function content

An identifier for program to define whether it is operating (10), capital (20), or non-budgeted (70).
Source: Office of Financial Management

fund

A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. For state accounting purposes, a fund is referred to as an account.

Source: Statewide Administrative and Accounting Manual

fund / account code

A three-character alpha/numeric code assigned by the Office of Financial Management to identify each specific accounting entity against which a transaction is to be charged.

Source: Statewide Administrative and Accounting Manual

FYTD

An acronym for Fiscal Year To Date, and an abbreviation used in FASTRACK report data fields. The state fiscal year runs from July through June.
Source: Office of Financial Management

general fund

The general fund is used to account for the financial activities of the general government that are not required to be accounted for in another fund. See also **governmental funds**.

Source: Statewide Administrative and Accounting Manual

general ledger (GL) account

A code which posts an accounting event to an asset, liability, equity, and/or operating account. See also **subsidiary account**.

Source: Statewide Administrative and Accounting Manual

general ledger code

The four-character numeric codes assigned by the Office of Financial Management to identify the titles of those accounts that classify, in summary form, all financial transactions of the state.

Source: Statewide Administrative and Accounting Manual

Generally Accepted Accounting Principles (GAAP)

These are the uniform minimum standards for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

Source: Statewide Administrative and Accounting Manual

governmental funds

Governmental funds are used to account for most typical governmental functions focusing on the acquisition, use, and balances of a state's expendable financial resources and the related current liabilities. The accounting for governmental funds has a budget orientation using the current financial resources measurement focus and the modified accrual basis of accounting. There are five types of governmental funds: General, Special Revenue, Debt Service, Capital Projects, and Permanent Funds. See also **general fund**, **capital project funds**.

Source: Statewide Administrative and Accounting Manual

instance

In FASTRACK by means of Crystal Info, an instance is a single result from running a job (or report). Each instance may have different data, depending on when the job was run and the parameters entered. Crystal Info makes these instances available to everyone else that has rights to the report. Users may view instances of scheduled or previously run reports instead of running jobs again to keep from unduly tying up the network.
Source: Office of Financial Management

jobs

In FASTRACK by means of Crystal Info, a job refers to a report that has been scheduled to run.
Source: Office of Financial Management

liquidation

Payment of debt, cancellation of encumbrance, or conversion into cash.

Source: Statewide Administrative and Accounting Manual

manual base

An allocation base that uses data that is entered manually each month or at other prescribed times to distribute costs.

Source: DSHS Cost Allocation Plan Definitions - Cost Allocation Training Material

methodology

The method in which pooled costs (bases) are allocated to more than one cost objective. DSHS has eleven accepted cost methodologies that have been approved by federal grantor agencies.

Source: DSHS Cost Allocation Plan Definitions

month(s) of service

A four-digit AFRS code, indicating the year and month (yymm). DSHS uses it to designate a direct service to a client was provided. This code is reflected in FASTRACK reports as six digits (ccyymm) indicating the century, year, and month. The Month of Service code is required for all transactions that are charged to sub-objects NA, Direct Grants to Clients, or NB, Direct Payments to Providers.

Source: Office of Financial Management

MOS

See definition for **Month(s) Of Service**.

OBJ

An abbreviation used for object. See definition for **object(s)**.

object of expenditure

As used in expenditure classification, this term applies to the character of the article purchased or the service obtained (rather than the purpose for which the article or service was purchased or obtained). Examples are salaries and employee benefits.

Source: Statewide Administrative and Accounting Manual

object / sub-object of expenditure code

The two character alpha code assigned by the Office of Financial Management to identify expenditures/expenses according to the character of the goods or services involved. See also **object of expenditure** and **sub-object**.

Source: Statewide Administrative and Accounting Manual

object(s)

Objects are the categories of state expenditures (e.g. salaries, goods and services, etc.). See also **sub-object**. Related terms include:

Sub Object: Lower hierarchical levels within an object.

Sub Sub Object: Lower hierarchical levels within a sub-object.

Source: Statewide Administrative and Accounting Manual

OFM

An acronym for the Washington State Office of Financial Management.
Source: Statewide Administrative and Accounting Manual

OI

See definition for **Organizational Index**.

operating grants

Grants that support all or a portion of current operating expenses within a certain program.

Source: Statewide Administrative and Accounting Manual

operational reports, CAS

The reports that are produced during the plan build process of cost allocation as well as the final reports of the automated cost allocation plan. These reports show the plan table data and their inter-relationships as well as the federal and state percentages for each cost objective.

Source: DSHS Cost Allocation Plan Definition

organization index (OI)

A four-character AFRS code which establishes a valid combination of the following organization data elements. The OI is used to define the relationship between the elements of the organization data hierarchy and is used as input coding to reduce keystrokes.

Division: Identifies organization / management units that cut across program lines.

Branch: Lower levels within a division.

Section: Lower levels within a branch.

Unit: Lower levels within a section.

Cost Center: Lower levels within a unit.

Source: Table Maintenance Overview Manual

parameters

A parameter is a filter users can apply when they schedule a report to limit the data on the report. For instance, Fiscal Month is a common parameter. Users can choose a specific fiscal month and that instance of the report will return data focused on the selected month.
Source: Office of Financial Management

pertaining indicator

A code built into the system to assist the user in selecting the correct financial data for reports providing the means to summarize data for a particular period of time. Transaction pertaining indicators are assigned based upon general ledger code and appropriation index characteristics and should be attached to each record.

Source: Department of Social and Health Services

Ph

See definition for **Project phase**.

PI

See definition for **Program Index**.

program

Any of the major activities of an agency expressed as a primary function or organizational unit. Agencies may not alter their program structure without the explicit approval of the legislature and the Office of Financial Management.

Source: Statewide Administrative and Accounting Manual

program code

The three character alphanumeric code used to identify the agency functional area and the major activities within an agency. Generally, program codes are assigned by an agency with the concurrence of the Office of Financial Management. However, there are a limited number of mandatory statewide program codes used to identify special functions.

Source: Statewide Administrative and Accounting Manual

program index (PI)

A five-digit AFRS code which establishes a valid combination of program function and program data elements as defined below. The PI is used as input coding to reduce keystrokes.

Function: Categorizes a program as being; (10) operating, (20) capital, or (70) non-budgeted.

Program: Identifies the major activities of an agency. See also **program**.

Sub Program: Lower levels within a program.

Activity: Lower levels within a sub-program.

Sub Activity: Lower levels within an activity.

Task: Lower levels within a sub-activity.

Source: Table Maintenance Overview Manual

Proj

See definition for **project**.

project

A four-character AFRS code used to post data for grants or capital projects that cross biennium lines. See also **project phase**, **project type** and **sub-project**.

Source: Table Maintenance Overview Manual

project period

The total time stated in the Notice of Grant Award (including any amendments) for which federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the federal government to fund the entire period.

Source: Health and Human Services Grants Policy Directives

project phase

A two-character code in AFRS, used in conjunction with the project code and sub-project code, that defines lower levels within a sub-project. See also **project**, **project type** and **sub-project**.

Source: Table Maintenance Overview Manual

project type

A one-digit code in AFRS, used in conjunction with the project code that categorizes a project as being: (1) federal grant, (2) capital project, (3-7, 0) agency operating, or (9) interagency reimbursement. See also **project**, **project phase** and **sub-project**.

Source: Table Maintenance Overview Manual

properties

In FASTRACK by means of Crystal Info, properties consist of the report title, status, message, the start and end time the report ran, rights and limits, and various other settings. Users can see properties related to each instance of a scheduled report through the intranet application.
Source: Office of Financial Management

query

A request for information from a database. When a Crystal Report is scheduled in FASTRACK, the application runs a query against the FASTRACK database to collect information to produce the report.
Source: Office of Financial Management

receivables

Amounts due from private persons, businesses, agencies, funds, or governmental units that are expected to be collected in the form of moneys, goods, and/or services.

Source: Statewide Administrative and Accounting Manual

recovery of expenditure

Those receipts which represent the recovery of current period expenditures and which are offset against the expenditure account.

Source: Statewide Administrative and Accounting Manual

Ref Doc No

An abbreviation used for Reference Document Number—another numbering scheme used to further reference the current document number or the transaction being processed.
Source: Office of Financial Management

refresh

The “Refresh” command on the FASTRACK menu bar refreshes the display and shows current status for all instances of scheduled jobs.
Source: Office of Financial Management

refund

An amount paid back or credit allowed because of an over-collection or because of the return of merchandise.

Source: Statewide Administrative and Accounting Manual

reimbursement

Repayments of amounts remitted on behalf of another party. Interfund/Interagency transactions that constitute reimbursement to a fund/agency for expenditures/expenses initially made from it but that properly apply to another. These transactions are recorded as expenditures/expenses in the reimbursing fund/agency and as reductions of expenditures/expenses in the fund/agency reimbursed.

Source: Statewide Administrative and Accounting Manual

report

A report is an organized presentation of data. FASTRACK presents reports to the users over the intranet.
Source: Office of Financial Management

report instance

In FASTRACK by means of Crystal Info, an instance is an occurrence of a report that results from scheduling a report object. For example, if a report is scheduled to run on Monday at 6:00 PM, that specific report is considered an instance. If the same report object is run again on Tuesday at 8:00 AM, a new instance of that report is created. Report instances appear in the right frame of the FASTRACK interface under the report objects.
Source: Office of Financial Management

report object

A report object is a specific report that can be scheduled and viewed in FASTRACK. Report objects are visible in the right frame of the FASTRACK interface once a user opens a folder in the left frame.
Source: Office of Financial Management

revenue

In governmental fund type accounts, revenues are increases in net current assets and are recognized in the accounting period in which they become measurable and available. In proprietary fund and trust fund type accounts, revenues are increases in net total assets and are recognized in the period in which they are earned and become measurable.
Source: Statewide Administrative and Accounting Manual

revenue content

A report parameter filter that is included in the Revenue Report. Options are:

Cash (3210)

Actual Accruals (3205)

Estimated Accruals (3260)

And the various combination of these revenue general ledgers.
Source: Office of Financial Management

revenue liquidation content

A report parameter filter that refers to the general ledger codes that are included in the Revenue reports. Option:

Revenue Liquidations (GL 0139)

Source: Department of Social and Health Services

revenue source

A term used to refer to the combination of the Revenue Source Code and Revenue Sub Source Code. Related terms include:

Major Source (Group): Identifies the highest level of revenues.

Source: Lower levels within the major source.

Sub Source: Lower levels within the source.

Source: Statewide Administrative and Accounting Manual

revenue source code

The four character numeric code assigned by the Office of Financial Management to identify the origin, or originating categories, from which revenues/receipts are derived.

Source: Statewide Administrative and Accounting Manual

revenue sub-source code

Optional coding assigned by the agency to identify particular items or item categories within a single major source of revenue source code.

Source: Statewide Administrative and Accounting Manual

schedule

The “Schedule” command on the FASTRACK menu bar allows users to schedule a report to run. The Schedule window has several parameters that the user can set prior to submitting the report for processing.
Source: Office of Financial Management

SO

See definition for **Sub Object**.

SP

See definition for **Sub Project**.

SSO

See definition for **Sub Sub Object**.

status

The FASTRACK application shows the status of a scheduled instance of a report. Statuses are:

Schedule: The job is waiting to run;

Processing: The job is running on the server;

Success: The job completed processing;

Failed: The job did not complete successfully; and

Stopped: The job was stopped before it completed.

Source: Office of Financial Management

step-down base

A base that is an element of another base.
Source: Department of Social and Health Services

sub-object

A refined breakdown of object of expenditures relating to particular items or item categories. See also **object of expenditure code** and **sub-sub-object of expenditure code**.

Source: Statewide Administrative and Accounting Manual

sub-program

A general term describing specific activities within an agency program.

Source: Statewide Administrative and Accounting Manual

sub-program code

A code assigned by the agency to identify specific activities or organizational units within a single program.

Source: Statewide Administrative and Accounting Manual

sub-project

A two-character code in AFRS, used in conjunction with the project code hat defines lower levels within a project. See also **project**, **project phase** and **project type**.
Source: Table Maintenance Overview Manual

subsidiary account

Lower hierarchical levels within an asset or liability general ledger. See also **general ledger (GL) account**.
Source: Statewide Administrative and Accounting Manual

sub-sub-object

A refined breakdown of sub-object of expenditures relating to particular items or item categories. See also **object(s)**, **object of expenditure code** and **sub-sub-object of expenditure code**.
Source: Statewide Administrative and Accounting Manual

sub-sub-object of expenditure code

Optional code assigned by an agency to further identify a particular expenditure item within a sub-object of expenditure.

Source: Statewide Administrative and Accounting Manual

TC

See definition for **Transaction Code**.

total expenditure

Refers to the total of Cash Expenditure + Accrued Expenditure + Estimated Accrued Expenditure + Encumbrances (GL 6410, 6505, 6510, 6560).
Source: Office of Financial Management

transaction code (TC)

A code defining a particular accounting event which extracts one or more pairs of self-balancing general ledger account debits and credits. Related terms include:

Reverse: Reverses the posting sign (positive or negative) on the general ledgers to be used with a transaction code.

Type: Transaction Types indicating the transactions as being cash, accruals, or encumbrances.

Source: Statewide Administrative and Accounting Manual

user

Someone who uses the FASTRACK intranet application to schedule and/or view reports.
Source: Office of Financial Management

view

The "View" command on the FASTRACK menu bar allows authorized users to view the highlighted instance of a report.
Source: Office of Financial Management

vendor

The party that will or has provided a good or service to the agency.
Source: Office of Financial Management

vendor message

Provides a short description about a payment.
Source: Office of Financial Management

vendor number

A number, which uniquely identifies a vendor. It is used as an input code to look up and enter vendor

information.
Source: Office of Financial Management

warrant wrap

The warrant printing transaction that liquidates the payable and reduces cash.
Source: Statewide Administrative and Accounting Manual

Acronyms and Abbreviations for Report Data Fields

Accr

Accrual(s)

Act

Actual

AI

Appropriation Index

Alloc

Allocation(s)

B#

Batch Number

BT

Batch Type

Bien

Biennium

BTD

Biennium To Date

BU

Budget Unit

CAFT

Cost Allocation Funding Type

cobj

cost objective

Cur Doc No
Current Document Number

Encum
Encumbrance

Estim
Estimated

Fd
Fund

FM
Fiscal Month

FTE
Full-Time Equivalent

FY1
Fiscal Year 1

FY1TD
Fiscal Year 1 To Date

FY2
Fiscal Year 2

FY2TD
Fiscal Year 2 To Date

FYTD
Fiscal Year To Date

MOS
Months Of Service

OBJ
Object

OI
Organizational Index

Ph

Project phase

PI

Program Index

Proj

Project

Ref Doc No

Reference Document Number

SO

Sub Object

SP

Sub Project

TC

Transaction Code

Index